

MARIPOSA COUNTY RESOLUTION NO. 87-87

A RESOLUTION APPROVING JOB DESCRIPTIONS
FOR HEALTH DEPARTMENT PERSONNEL

BE IT HEREBY RESOLVED by the Mariposa County Board of Supervisors, a political subdivision of the State of California, that the following job descriptions be accepted as attached hereto: Environmental Health Program Manager, Sanitarian Aide, Clerk/Receptionist.

PASSED AND ADOPTED this 10th day of March, 1987, by the Mariposa County Board of Supervisors by the following vote:

AYES: BAGGETT, ERICKSON, RADANOVICH

NOES: TABER

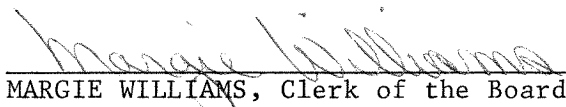
ABSENT: DALTON

ABSTAINED: NONE

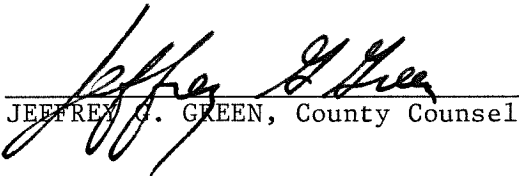
ATTEST:



LERoy RADANOVICH, Chairman
Board of Supervisors


MARGIE WILLIAMS, Clerk of the Board

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:


JEFFREY C. GREEN, County Counsel

Mariposa County Health Department

AVERY E. STURM, M.D.
County Health Officer
P. O. Box 5
MARIPOSA, CALIFORNIA 95338

JOB DESCRIPTION

ENVIRONMENTAL HEALTH PROGRAM MANAGER

1. Overall responsibility for management of Water Program, pursuant to the Federal Clean Water Act, the Federal Water Quality Act of 1987, and the California Safe Drinking Water Act (Health and Safety Code, 1), Division 5, Part 1, Chapter 7 and the California Administrative Code Title 22.
 - a. Tracking of monthly and quarterly bacteriological sampling.
 - b. Tracking of organic, inorganic, general mineral, general physical and nitrate analysis.
 - c. Issuance of compliance notices
 - d. Take and process water samples.
2. Act as contact person for questions regarding water supplies.
3. All related Water Program Correspondence.
4. Track and maintain records of routine and follow-up on inspections made by Sanitarians in Food, Water, Pool, Solid Waste and Liquid Waste Programs.
5. Prop 65 Coordinator.
 - a. Assist Sanitarians as needed in investigation.
 - b. Maintain records
 - c. News Releases
6. Assist Sanitarians in non-professional aspects of programs.
7. Other duties as assigned.

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JOB DESCRIPTION

SANITARIAN AIDE

1. Management of Underground Tank Program.
 - A. Contact person for questions and information regarding Underground Tank Program.
 - B. Monitor paper flow and keep up to date files of service providers.
 - a. Correspondence
 - b. Process requests for printed information.
 - C. On site construction inspections of new underground tank installations.
 - a. On site advisory for removal of underground tanks.
 - D. Keep records of all registered tanks in the county.
 - a. Monitoring requirements
 - b. Yearly testing results
 - c. Notification for out of compliance
 - d. Issuance of permits and control criteria.
 - E. Collection and Disbursement of fees.
2. Assist Sanitarians in non-professional aspects of programs, such as, final inspections of septic systems and wells, taking water samples and initial complaint investigations and follow up inspections.
3. Back up person for Administration Assistant. (See Admin. Assistant job description)
5. Other duties as assigned.

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JOB DESCRIPTION

CLERK/RECEPTIONIST

- A. Greet Public
- B. Make Appointments
- C. Answer Phones
- D. Channel calls to appropriate individuals.
- E. Answer general questions of the public.
- F. Type, word process and file.
- G. Other duties as assigned.