# CITY OF KENT, OHIO

Civil Service Commission • 319 S. Water St. • Kent, Ohio 44240 • (330) 678-8101

## THE KENT CIVIL SERVICE COMMISSION ANNOUNCES A COMPETITIVE EXAMINATION FOR THE POSITION OF

# Public Health Sanitarian

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| **Written Exam Date/Time:** | **Tuesday, July 7, 2026 • 6:00 PM** |
| **Written Exam Location:** | Kent City Hall<br>Council Chambers<br>319 S. Water St.<br>Kent, OH 44240 |
| **Wage Range:** | **$32.53 – $39.54/hr** |

*Examination will be used to establish an eligible list for the classification of*
***Public Health Sanitarian***

**Application:** Applications and information are available online at: **https://www.kentohio.gov/our-government/job-opportunities/current-job-openings/**.

Applications, resume, and cover letter may be emailed to **civilservice@kentohio.gov** *or* returned via U.S. mail to Kent Civil Service, 319 S. Water St., Kent, OH 44240. *Please note:* In the event of tie scores on the examination, priority on the eligible list shall be determined by date and time application was filed with the Commission.

**Application Deadline**: A completed Civil Service application accompanied by a cover letter and resume must be received by **4:00pm on Wednesday, July 1, 2026**.

**Examination Process:** A written examination will measure an applicant's knowledge, skills, and abilities as exemplified in this posting. The exam is to be administered on **Tuesday, July 7, 2026, at 6:00pm**. Only those candidates who successfully pass the written examination with a score of 70% or better will be placed on the eligible list.

**RESPONSIBILITY**

Under the general supervision of the Health Commissioner, performs entry-level technical work in environmental public health services in the public health department. Promotes public health and safety by performing inspection, investigation, education and enforcement work for the environmental public health services program. Works independently out of the office exercising

judgment, interpreting regulations, and applying technical knowledge to a wide range of problem areas, including interaction with the community.

## TYPICAL TASKS

Educates operators of and inspects food service operations including restaurants, taverns, cocktail lounges, grocery and convenience stores, and schools. Conducts routine inspections of swimming pools, vending machines, and licensed multiple occupancy housing. Investigates all nuisance complaints and animal bite incidents for possible rabies. Actively engages in field practices involving insect-rodent and vector control, such as rodent bating, and mosquito larvaciding. Reviews plans for new food service operations and food service equipment regarding remodeled or new food establishments. Attends workshops and training in order to improve work proficiencies and meet Registered Environmental Health Specialist (REHS) (FKA Registered Sanitarian) continuing education requirements.

## WORKING CONDITIONS

The working environment of the Public Health Sanitarian may involve exposure to adverse conditions generally found in an outside environment. The individual must be able to work outside in unfavorable weather conditions such as hot and cold temperatures and must be able to work around animals such as dogs, cats, or rodents. The Public Health Sanitarian must be able lift items up to 50 lbs, such as manhole covers or animal cages and must be able to walk, climb stairs or ladders, bend, crawl, and be able to walk distances up to 1 mile. The Public Health Sanitarian also works in an environment generally found in an office environment. The individual must be able to produce handwritten communications, be computer literate and able to type, and operate office equipment such as fax machines, copiers, or other light office equipment.

## NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

The Public Health Sanitarian must have knowledge of general sanitation principles and practices including public health laws, regulations, and resolutions. The individual must have the ability to complete handwritten forms, effectively communicate with peers, the public, and supervision, and be organized enough to maintain accurate public records. The individual must have knowledge of and willingness to execute proper safety techniques in collecting samples in manholes and other confined spaces as well as collecting water samples in approved scientific method. The Public Health Sanitarian must have the ability to take charge of circumstances, gather and evaluate pertinent information, recognize deviations from norms or standards, and to educate others in such a way as to achieve voluntary cooperation and compliance.

## NECESSARY EDUCATION, TRAINING AND EXPERIENCE

Graduation with a baccalaureate degree from an accredited college or university with at least 45 quarter units or 30 semester units of science courses, or a major in Environmental Health Science which includes an internship program, pursuant to ORC Section 4736.08. All course work and internship must meet the minimum standards of the State Board and the Ohio Department of

Heath. Possession of a valid State of Ohio driver's license; must have and maintain a good driving record as outlined in the City's Motor Vehicle Safety and Usage Policy.

**SPECIAL REQUIREMENTS**

Must become a Registered Environmental Health Specialist (REHS) (FKA Registered Sanitarian) within two years of employment, and keep certification for duration of employment. Must be able to work around pesticides, chlorine, and other industrial chemicals.

**ESSENTIAL FUNCTIONS**

1. Inspects food service operations including restaurants, taverns, cocktail lounges, schools, grocery, and convenience stores.

2. Educates food service managers by reviewing menus and discussing pertinent and critical control points and ways to apply them, implementing consumer advisories as indicated, reviewing employee hygiene practices, determining the level of food service knowledge of people in charge, determining if a facility serves highly susceptible populations and restricting menus accordingly, and presenting food service sanitation classes periodically.

3. Conducts routine inspections of swimming pools, measures certain chemical properties of water, and evaluates health and safety protection of swimmers. May order closure or authorize reopening when conditions warrant.

4. Inspects vending machines and licensed multiple occupancy housing for compliance with applicable regulations.

5. Identifies sources of hazardous or polluting material contamination and monitors environmental contamination through sampling, interviewing, and surveillance.

6. Actively engages in field practices involving insect-rodent and vector control, such as rodent bating, and mosquito larvaciding.

7. Investigates complaints involving environmental health hazards or nuisances inside and outside of homes or businesses and initiates actions to abate or prevent such conditions. Provides technical assistance to individuals, citizen groups, and agencies regarding the prevention of health hazards.

8. Assists in the coordination of public-health related activities in case of a disaster or emergency situation.

9. Reviews plans for new food service operations and new equipment regarding remodeled or new food establishments.

10. Investigates outbreaks of food-borne disease or other environmental related disease to determine causative factors and sources of infection to control the spread of disease.

11. Works in cold weather, hot weather, and other unfavorable weather conditions.

12. Works around animals such as dogs, cats, or rodents.

13. Lifts items up to 50 lbs, such as manhole covers or animal cages, and be able to walk up to 1 mile, climb stairs or ladders, bend, and crawl.

14. Produces legible handwritten communications, is proficient in computer operations, operates office equipment such as fax machines, copiers, or other light office equipment.

15. Completes legible handwritten forms and maintains public records.

16. Knowledge of and willingness to execute proper safety techniques in collecting samples in manholes, in confined spaces, and all other areas.

17. Ability to conduct effective communications with other persons who may be hostile or indifferent and to act calmly, tactfully, and courteously under stressful conditions.

18. Graduation with a baccalaureate degree from an accredited college or university with at least 45 quarter units or 30 semester units of science courses, or a major in Environmental Health Science which includes an internship program, pursuant to ORC Section 4736.08.

19. Possession of a valid State of Ohio driver's license; must have and maintain a good driving record as outlined in the City of Kent's Motor Vehicle Safety and Usage Policy.

20. Must have or obtain a Registered Environmental Health Specialist (REHS) (FKA Registered Sanitarian) Certification within two years of employment, and keep certification for duration of employment, pursuant to ORC Section 4736.08.

21. Must be able to work around pesticides, chlorine, and other industrial chemicals.

***The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***

***The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.***

***The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.***