



LAKE COUNTY GOVERNMENT CENTER  
2293 NORTH MAIN STREET  
CROWN POINT, IN 46307  
**(Internal / External)**

**Department: Lake County Health Department**  
**2900 W. 93rd Avenue**  
**Crown Point, IN 46307**

**Position:** Environmental Sanitarian

**Reports to:** Chief Sanitarian

**Provides direct supervision to the following job titles:** Part-time seasonal help

**Salary: \$45,680 (annually)**

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The position of Environmental Sanitarian consists of the following major performance dimensions, along with percentage importance and a list of specific duties and responsibilities for each dimension.

**1. Environmental Complaints (50%)**

- a. Performs field investigations of complaints received from county residents.
- b. Verifies validity of complaints
- c. Generates letters to property owners notifying them of complaint, steps they need to take to correct the problem and the deadline for completing those corrections.
- d. Re-evaluates status of complaints after deadline.
- e. Issues second notices as needed
- f. Takes samples, photographs and other physical evidence as needed and submits samples to lab for analysis.
- g. Performs dye tests on septic systems.
- h. Submits information to Assistant County Attorney as needed.
- i. Testifies in court as needed.

**2. Issuance of New Septic System Permits (30%)**

- a. Provides information by phone or in person to property owners and contractors regarding septic system permit process.
- b. Analyzes soil reports.
- c. Recommends required type of septic system and specifications.
- d. Reviews and approves proposed septic system plans designed by builder, property owner or installer.
- e. Issues septic system permits.
- f. Inspects septic systems prior to back-filling.
- g. Issues tags denoting septic system approval.

3. **Document Preparation and Processing (10%)**
  - a. Documents physical evidence from environmental investigation (photos, samples, etc.)
  - b. Completes daily activity sheet and inputs into computer.
  - c. Writes complaint reports and inputs into computer.
  - d. Completes monthly mileage claims
  - e. Composes letters notifying property owners of violations.
  - f. Files all paperwork.
  
4. **Issuance of Septic System Repair Permits (5%)**
  - a. Evaluates severity of problem with septic system and proposes steps for property owner take.
  - b. Analyzes soil reports as needed.
  - c. Reviews and approves proposed plans for septic system repair along with drawings of current system.
  - d. Issues permits for septic systems repairs.
  - e. Inspects septic systems prior to back-filling.
  - f. Issues tags denoting septic system approval.
  
5. **Proposed Addition Approval (5%)**
  - a. Reviews proposed plans for building additions including drawings of existing proposed buildings and septic system locations.
  - b. Approves proposed plans and issues stamp of approval on application.
  
6. **Other Duties as Assigned**

**All resumes and applications must be sent to the Human Resources Department of Lake County**

**Attn: Human Resources  
2293 North Main Street  
Crown Point, IN 46307**

**\*\*Applications are located on the 3rd floor of the Government Center in the Human Resources Department\***