

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> General Sanitarian Supervisor 4		<b>Class Code:</b> 006NF4
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> SAMPAT 4	<b>Effective Date:</b> 8-30-13
	<b>Summary:</b> Incumbent functions as a supervisor and is responsible for the establishment of department goals and objectives and the methodology to achieve those goals. Duties include coordination of work activities and specific job assignments for the department employees and reviewing completed staff work.		

**Duties:**

- Sets long-range goals and priorities based on established guidelines for the department and division and modifies short-range goals when necessary to meet changing demands;
- Ensures department's abilities to meet program goals through evaluation of personnel and other budgetary needs and justifies them to division director;
- Provides written and verbal instructions to subordinates concerning technical and administrative matters;
- Sets standards of quality and quantity for subordinate staff in the various technical areas, develops means to ensure that standards can be met and evaluates performances based upon those standards;
- Makes recommendations to Division Director for promotions, merit increases, hiring and firing of employees and leaves;
- Performs related duties as required.

**Job Requirements:**

- Extensive knowledge of the principles of the environmental sciences;
- Extensive knowledge of the federal and state laws, rules, regulations and policy guidelines concerning environmental sanitation, especially those pertaining to the work of the specific department;
- Thorough knowledge of the practices and techniques of the division's specialty area;
- Ability to supervise professionals;
- Ability to establish program goals and objectives and to plan and coordinate varied and changing operations to achieve those objectives;
- Ability to establish harmonious relationships with representatives of industry and local, public and private agencies;
- Ability to communicate, both orally and in writing.

**Difficulty of Work:**

Work involves consideration of numerous complex variables to establish and achieve program goals for the department. Incumbent is required to exercise a great deal of technical judgment in developing the methodology and directing activities for the attainment of department goals. Incumbent is also required to exercise a great deal of administrative judgment in managing the available resources to meet program demands. Incumbent receives agency policy guidelines from division director.

**Responsibility:**

Incumbent plans department goals and objectives based on guidelines from superiors and is accountable to the Division Director for quality of work performed within the department. Incumbent has ultimate technical authority in the division specialty and makes major contribution to the success of environmental sanitation in the state by developing the methods and procedures for meeting department goals.

**Personal Work Relationships:**

Personal work relationships are with the supervisor; subordinate staff; other department; division and bureau staff, officials of federal, state and local governmental agencies, private industry and the public for the purpose of coordinating division activities and resolving problems related to technical or policy difficulties.