

**VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
ENVIRONMENTAL HEALTH OFFICER**

EFFECTIVE DATE: March 1, 2014

DEPARTMENT: Development Services/ Code Enforcement Division	WORK LOCATION: Village Hall		FLSA STATUS: Non-Exempt
CLASS CODE: 7400	RANGE: 19	PENSION: IMRF	UNION: NU
REPORTS TO: Director of Planning, Building, and Code Enforcement	LEVEL OF SUPERVISION RECEIVED: General Direction		LICENSE/CERTIFICATES: Class D IL Driver's License Registered Environmental Health Specialist/Licensed Environmental Health Practitioner to be obtained within one year of employment.

SUMMARY:

Performs a variety of functions ranging from routine to complex as part of managing and implementing the Village's Environmental Health Program. Performs inspections of food service establishments, child care centers, public pools and spas, tanning and massage therapy establishments, and others. Oversees or provides information to residents and businesses regarding environmental health concerns, reviews plans for new facilities, responds to complaints, coordinates efforts with Cook County and other agencies, and monitors food recalls, disease outbreaks, and improvements in best practices/laws.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Administers the food service sanitation inspection program. Performs regular inspections of existing business facilities subject to food service, sanitation, and health related codes. Collects samples for laboratory analysis. Coordinates inspections of mobile catering vehicles and issues vehicle stickers for equipment. Prepares and provides inspection reports to the operators and performs reinspections, when necessary.	Daily 60%
2.	Receives, responds to, and investigates complaints regarding unsanitary living conditions and other related nuisances.	Weekly 10%
3.	Records inspection results in computerized tracking system, maintains detailed inspection reports, compiles monthly summary information, retrieves Freedom of Information Act documents to fill requests, and compiles research information on items related to the environmental health program.	Daily 10%
4.	Responds to emergency after-hour call outs from the Fire Department and assists with emergency preparedness related to fires in food services facilities. Provides assistance to Police Department for uninhabitable residences. Provides testimony in court.	Monthly 5%
5.	Oversees inspection and reporting activities of other staff assisting with periodic food service inspections, pool inspections, seasonal inspections, and other special projects.	Weekly 15%
6.	Performs plan reviews and inspections of new food service, pool, spa, child care, tanning, massage therapy, and related facilities prior to construction and occupancy.	Monthly 10%
7.	Assists in developing and implementing disaster preparedness plans for responsibility of food safety and possible shelter in case of such an event.	Quarterly 5%
8.	Participates in regular coordination meetings with other Division staff regarding inspection processes, procedural items, administrative functions, etc. Regularly communicates with Building Official, Chief Inspector, and Division Director regarding inspection activity, complaint responses, and other activities.	Weekly
9.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices. Village vehicle, assorted types of thermometers, cellular phone, alcohol swabs, clipboard, pool inspection test kit, tape measure, computer, copy machine, fax machine, telephone, flashlight, writing utensils and cameras	Daily
10.	Conducts "In-Service" and other detailed training/educational activities for facilities subject to inspection and disseminates educational materials on issues relevant to food safety, sanitation, and related matters.	Monthly 10%

11.	Attends seminars, webinars, professional meetings, and other events to keep current on best practices in the environmental health field and to coordinate with other health agencies. Monitors reports, notices, and other time-sensitive information applicable to sanitation, disease outbreaks, and related issues.	Monthly 10%
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JOB NO.	OTHER RELATED DUTIES
1.	Prepares Environmental Health Program budget for inclusion in Division's fiscal budget.
2.	Creates and modifies inspection report forms and inspection procedures.
3.	Develops articles for newsletter, website, email blasts, and coordinates items with newsletter editor.
4.	Makes technical recommendations on updates to local health, pool, sanitation, food service, and related codes.
5.	Issues pre-inspection notices for catering vehicles and opening of outdoor swimming pools.
6.	Issues annual health permits to all food service establishments, retail food stores and day care centers.
7.	Serves as a member of various employee committees and commissions.
8.	Follows Village-wide and departmental safety rules and practices.
9.	Performs other duties as required or assigned.

SUPERVISORY RESPONSIBILITIES: (Select one – required)	
<input checked="" type="checkbox"/>	None required
<input type="checkbox"/>	Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (List specific responsibilities below)

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

Degree or coursework should be in...

Environmental Health or related field

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

In the environmental health field.

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

Microsoft Office, Sungard

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.

- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.

- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.

- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.

- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

Fluency in foreign language skills is:

Ability to speak and/or read, write and comprehend.

A Plus

Preferred

Required

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Proficiency In:

Working efficiently under pressure with frequent interruptions.

Quickly switching from one task to another.

Working Knowledge of:

Organizational functions of municipal government.

Illinois Food Service and Retail Food Codes.

Illinois Plumbing Code.

Illinois Swimming Pool and Bathing Beach Rules and Regulations.

Illinois Department of Children and Family Services Licensing Standards for Daycare Centers.

Chemistry, biology and environmental science related to health, safety and sanitation.

Village of Hoffman Estates Municipal Code, Zoning Code and ordinances.

Ability to:

Make quick, accurate decisions.

Analyze and evaluate environmental circumstances and safety conditions.

Work efficiently under pressure.

Quickly switch from one task to another.

Transfer thinking between two dimensional and written code to a three dimensional environment.

Resolve disputes and enforce regulations firmly and impartially.

Communicate effectively verbally and in writing.

Respond to and interact with residents, employees and others within and outside the organization in a courteous and professional manner.

Establish successful working relationships with other employees, supervisors and other departments.

Read, write, speak and comprehend the English language.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	<u> X </u>	_____
Walks	_____	_____	<u> X </u>	_____
Sits	_____	_____	<u> X </u>	_____
Uses fingers in a repetitive motion	_____	<u> X </u>	_____	_____
Uses hands to grasp, finger, handle, or feel	_____	<u> X </u>	_____	_____
Reaches with hands and arms above shoulder	_____	<u> X </u>	_____	_____
Climbs or balances	_____	<u> X </u>	_____	_____
Twists or turns	_____	<u> X </u>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u> X </u>	_____	_____
Pulls, pushes, or carries	_____	<u> X </u>	_____	_____
Talks or hears	_____	_____	<u> X </u>	_____
Tastes or smells	_____	<u> X </u>	_____	_____
Operates a motor vehicle or heavy equipment	_____	_____	<u> X </u>	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	<u> X </u>	_____
Lifts or move 10 to 20 pounds (light)	_____	<u> X </u>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	_____	<u> X </u>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	_____	<u> X </u>	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

_____ Absence of color blindness

_____ Corrected vision of...

_____ Uncorrected vision of...

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

----- Amount of Time -----

Environmental Conditions

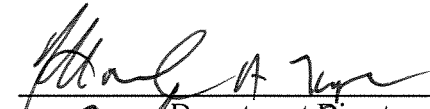
None Less than 1/3 1/3 to 2/3 More than 2/3

Customary indoor conditions	_____	_____	_____	<u> X </u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____	_____	<u> X </u>	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	_____	_____	<u> X </u>	_____
Works near moving mechanical parts	<u> X </u>	_____	<u> X </u>	_____
Works in high precarious places, underground, or confined spaces	_____	_____	<u> X </u>	_____
Flying debris or airborne particles	_____	<u> X </u>	_____	_____
Fire, smoke, fumes, gases, or noxious odors	_____	_____	<u> X </u>	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	_____	_____	<u> X </u>	_____
Risk of electrical shock	_____	<u> X </u>	_____	_____
Works with explosives or risk of radiation	_____	<u> X </u>	_____	_____
Vibration	<u> X </u>	_____	_____	_____
Extreme illumination	<u> X </u>	_____	_____	_____
Low noise level (Normal voice tones)	_____	_____	_____	<u> X </u>
Moderate noise level (Raised voice levels)	_____	<u> X </u>	_____	_____
High noise level (Shouting/ear protection may be needed)	_____	<u> X </u>	_____	_____

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

 3/10/14

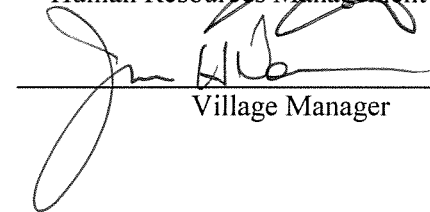
Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date:

3/1/14

Revision Date:
