



Health Inspector

The Village of Oak Lawn is currently seeking qualified applicants for the full-time position of Health Inspector.

General Statement of Duties

Plan, schedule, coordinate and document professional inspections in a variety of food service establishments or other businesses / residences. Evaluate, report findings, and submit recommendations for corrections or eradications of all health hazards.

Essential Functions and Responsibilities

The duties/responsibilities of this position include, but are not limited to the following:

- Administer, enforce, and ensure compliance with all state, county, and municipal code/regulations.
- Includes the oversight and inspection of food establishments regarding food handling methods, food storage and preparation, waste and disposal, general sanitation, pest and rodent control policy implementation and appropriate licensure / food service certification.
- Complete onsite inspection reports advising property owners and tenants of possible violations and time allowed to correct deficiencies.
- Review reports and revisit sites at periodic intervals. Verify correction of violations by property owners and tenants.
- Receive, process and investigate complaints and hazardous conditions.
- Advise the Building Code Official of Health Code violations.
- Attend Administrative Hearings and provide testimony and evidence regarding the enforcement of codes and regulations.
- Perform other duties as may be assigned.
- The employee is expected to adhere to all village policies and to act as a role model in the adherence to village policies.

Required Qualifications

Licensed Environmental Health Practitioner (LEHP) required. State of Illinois - Managers Food & Sanitation License required. A minimum of three (3) years of Health Inspection experience preferred. Detailed knowledge of federal, state, county, and local codes/regulations highly desired. Must have detailed understanding of problems, trends, and approaches used in the food service industry. Must possess a valid Illinois Driver's License.

Knowledge, Skills and Abilities

Ability to work independently and to maintain a high level of energy. Interpret and apply complex rules, regulations, laws, and ordinances. Ability to enforce codes with firmness and tact. Establish and maintain effective working relationships with those contacted in the course of the work. Excellent verbal and written communication skills.

Additional Information

Salary: Negotiable based on experience

The Village of Oak Lawn is seeking qualified applicants, without regard to sex, race, color or ethnic origin. We are an Equal Opportunity Employer. We offer a competitive salary, a generous benefit package and career growth opportunities.

Forward resume and cover letter stating the position you are applying for to:

Village of Oak Lawn
Attn: Human Resources
9446 S. Raymond Ave.
Oak Lawn, IL 60453
Email: jobs@oaklawn-il.gov

Deadline: Resumes will be accepted until September 30, 2022