

Job Description

SUPERVISING SANITARIAN

393811

Description

JOB ANNOUNCEMENT

Supervising Sanitarian

Department of Public Health

Food Sanitation

Number of Positions: 4

Mission: *CDPH works with communities and partners to create an equitable, safe, resilient and Healthy Chicago.*

Under general supervision, supervises Sanitarians engaged in conducting inspections of establishments that process, prepare, and/or serve food to enforce food safety, sanitation codes and licensing requirements, and/or supervises Sanitarians engaged in conducting inspections of swimming pools and spas to enforce environmental health codes and licensing requirements.

ESSENTIAL DUTIES:

- Assigns inspections or complaints of sanitation violations to staff and monitors to ensure they are conducted thoroughly and efficiently.
- Reviews inspection reports and citations issued for completeness, accuracy, and appropriateness of findings.
- Provides assistance and instruction to staff on complex inspections and investigations.
- Conducts field visits to observe inspections and ensure compliance with departmental protocols.
- May assist in conducting inspections and investigations and in preparing reports on findings.
- May issue citations for health code violations.
- Testifies in Administrative Hearings regarding violations found.
- Oversees the training of new staff on inspections, food safety and sanitation codes, environmental health codes and licensing requirements.
- Prepares reports on inspection activities.
- Supervises the maintenance of inspection documents and reports.
- Responds to citizen complaints and inquiries on health code violations and compliance methods.
- Serves as a liaison to City departments, public agencies, and the general public on sanitary codes and enforcement issues.

- Monitors and reviews work performance and productivity of Sanitarians and administrative staff, administers disciplinary actions as required and conducts performance evaluations of staff.
- Assists in collecting samples and taking swabs for laboratory analysis as required.

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

Work Location: Department of Public Health
Food Protection Program

Address: 2133 W. Lexington St. (Main office)

Chicago IL 60612

Hours: Monday-Friday, 8:30am to 4:30pm. Additional hours may be required to cover the on-call rotating schedule. Supervising Sanitarians are required to work in **all** communities in the City of Chicago.

THIS POSITION IS IN THE CAREER SERVICE

Qualifications

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree in Biology, the Natural Sciences, Environmental Health, or a directly related field, plus two years of food sanitation experience; or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- Must be licensed as an Environmental Health Practitioner by the State of Illinois within six months of hire
- A valid State of Illinois driver's license is required.
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability.
- Some positions may require specialty certification or training (e.g., Illinois Swimming Pool Operator certificate and/or Illinois Structural Pest Control Technician license)

Working Conditions

- General office environment.
- Exposure to fumes or dust.
- Exposure to oily or wet environments.
- Exposure to outdoor weather conditions.

Physical capabilities needed for the position:

- Some lifting (up to 35 pounds) is required.
- Ability to stand and walk for extended periods of time.
- Ability to climb staircases, ladders, and/or step stools.

Selection Requirements

This position requires applicants to complete an interview which will include a written exercise and an Excel skills assessment test as part of the interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the oral and written parts of the interview will be selected.

Preference will be given to candidates possessing the following:

- Proficiency with Microsoft Office.
- Previous experience in food sanitation.
- Previous experience as a supervising sanitarian or equivalent in another local or state health department.
- Previous experience in conducting complex investigations, inspections of food and dairy establishments and in collecting and packaging specimens.
- Currently possess a State of Illinois Environmental Health Practitioner License.
- Certified Swimming Pool Operator.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer

City of Chicago

Brandon Johnson, Mayor

Please note, all positions with the City of Chicago close promptly at 11:59pm Central Daylight Time (CDT). Applications for this position will be accepted until 11:59p.m. CDT on 05/13/2024. No exceptions will be made.

Posting Date Apr 22, 2024 | **Closing Date (Period for Applying) - External:** May 13, 2024
BU: 10 | **Salary:** \$74,244 **Pay Basis:** Yearly