

Job Description

SUPERVISING SANITARIAN

408814

Description

JOB ANNOUNCEMENT

Supervising Sanitarian

Department of Public Health

Number of Positions: 4

(Additional vacancies possible pending budget approval)

Starting Salary: \$74,244

Applications for this position will be accepted until 11:59pm CDT on 03/24/2025

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:

- Assign 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.
- Oversee the training of new staff on inspections, food safety and sanitation codes, environmental health codes and licensing requirements.
- Prepare 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 n-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)

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.

APPLICATION EVALUATION: Initial evaluation will be based on information provided on the application and the documents submitted. Department of Human Resource staff will review applications after the final posting date. Staff will follow any and all required Employment/Hiring Plan provisions, federal, state and local laws, and Collective Bargaining Agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

COMMITMENT TO DIVERSITY: To further our commitment to hiring applicants with diverse experience the City of Chicago has adopted the following ordinances 2-74-020 and 2-74-075. The ordinances provide a preference to applicants who meet minimum qualifications and who are veterans of the Armed Forces, and/or residents of Socio-Economically Disadvantaged Areas (SEDA) and/or Chicago Public School (CPS) high school graduates to be referred to departments for consideration. ***These hiring preferences do not apply to bidders, as***

Collective Bargaining Agreements define the hiring process for bidders. For positions covered by a collective bargaining agreement, bidders will be considered before external candidates. To learn more about our hiring practices [click here.](#)

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

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

The City of Chicago is committed to providing fair chance hiring and welcomes applicants with past convictions, recognizing the value of a diverse workforce and the potential for growth and positive change.

City of Chicago
Brandon Johnson, Mayor

Posting Date Feb 25, 2025 | **Closing Date (Period for Applying) - External:** Mar 24, 2025
BU: 10 | **Salary:** \$74,244 **Pay Basis:** Yearly