

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title Milk Inspector
Sch.& Grade PAT-8
Class Code CB42
FLSA Status Non-Exempt
Bargain Unit Elig. AFSCME
Occupational Group Code Enforcement & Inspection

PRIMARY PURPOSE:

To conduct investigations and inspections for enforcement of statutes, ordinances, laws and regulations related to the production and processing of Grade A milk.

SUPERVISION:

Under the direct supervision of the Environmental Health Coordinator.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Performs a variety of tests and investigations related to the enforcement of the Pasteurized Milk Ordinance and other regulations related to the production and processing of Grade A milk.
2. Inspects dairy barns, milk transport vehicles, milk processing plants, milk transfer stations, and related facilities.
3. Collects samples of milk and water from dairy farms and milk processing plants for laboratory analyses.
4. Investigates complaints regarding possible sanitation and environmental violations.
5. Advises citizens, officials, owners and operators regarding federal, state and local regulations as they relate to Grade A milk production and processing.
6. Reviews construction plans for new construction permits.
7. Conducts field tests, gathers data, and maintains detailed records according to appropriate methods and techniques.
8. Prepares and delivers public health education programs as required.
9. Utilizes computer applications such as word processing, spreadsheet and email.
10. Drives to locations to perform required duties.

IMPORTANT FUNCTIONS:

1. Assists other Health Department employees during environmental health emergencies.
2. Assists with other Health Department public outreach and educational programs.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of environmental health principles and procedures.

Abilities

Observe facilities, equipment, and situations for sanitary environmental health compliance and make recommendations using sound, independent judgment; accurately inspect a variety of sites; maintain inspection records; prepare and present clear and accurate reports, speeches, programs as required, follow oral and written instructions; present an overall professional image; communicate effectively both verbally and in writing; read and interpret a variety of information such as ordinances and codes, etc.; utilize necessary computer software applications; deal effectively and courteously with associates, outside agencies, and the general public; effectively welcome and embrace differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor's degree in one of the physical, natural or social sciences, plus two years of professional work experience in the environmental or public health field. Specific experience and education requirement is dependent on assignment. Professional work experience in environmental or public health may be substituted for the formal education requirement on a year for year basis.

Physical Requirements

Must be able to observe and identify violations, operational concerns, etc. relating to environmental health; must be able to accurately conduct periodic inspections at different facilities which could involve climbing ladders and stairs, bending, crawling, kneeling, squatting, twisting, reaching to both ground level and overhead, and may include working in awkward or cramped positions; carries, lifts, pushes, and pulls up to 50 pounds; holds and grips objects; must possess the ability necessary to operate a computer keyboard and mouse; must be able to distinguish color as necessary for the operation of field test kits.

Working Environment

Both indoor and outdoor working environments with exposure to dust and pollen; subject to a variety of extreme weather conditions; susceptible to working in cramped spaces; susceptible to mechanical and electrical hazards associated with equipment; susceptible to chemical and toxic waste hazards due to working with chlorine sanitizers, insecticides, etc.; may be exposed to constant or extreme noise, fumes, odors, and disease relating to the inspection of industrial sites, food processing plants, gas leaks, etc.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License.

Miscellaneous Requirements

Must have access to transportation to conduct off-site inspections; and provide proof of liability insurance on the vehicle.

Last Revision: February 13, 2012

GENERAL ORDINANCE NO. 5824

Comments: Updated Abilities

Date: June 15, 2009

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____

Date: _____