

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Public Health Investigator</u>
Sch & Grade	<u>PAT-8</u>
Class Code	<u>CB22</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Code Enforcement &amp; Inspection</u>

**PRIMARY PURPOSE:**

To conduct investigations and inspections for enforcement of environmental health laws, ordinances and regulations in a variety of program areas including food, lodging, environmental lead compliance, and environmental compliance.

**SUPERVISION:**

Under the direct supervision of a Public Health Investigator III and the general supervision of the Environmental Health Administrator. May direct the work of subordinate investigators and technicians.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Performs a variety of inspections and investigations relating to environmental health and consumer protection programs.
2. Enforces federal, state and local regulations regarding food handling and processing and environmental compliance.
3. Inspects establishments involved in the manufacture, processing, sale, service and/or storage of foods.
4. Determines the adequacy and sanitary condition of water supplies, sewage systems, swimming pools, etc., in public and private buildings and premises.
5. Investigates complaints regarding possible sanitation or pollution law violations; prepares reports on inspection activities; makes recommendations for corrective measures and performs follow-up investigations.
6. Issues notices and summonses for violations when necessary; reports violations to appropriate agencies including the Department of Natural Resources, Missouri Department of Conservation, Missouri Department of Health and Senior Services, and FDA.
7. Advises citizens, officials, owners and operators regarding the federal, state and local regulations, ordinances and requirements as they apply to environmental sanitation.
8. Reads and interprets a variety of information including applicable laws, codes, and ordinances relating to proper food safety and environmental health.
9. Reviews a variety of blue prints, such as those of food handling facilities or sewage systems, for code compliance.
10. Conducts field-tests and gathers data according to appropriate methods and techniques.
11. Prepares and delivers public health educational programs as required.
12. Utilizes computer software applications such as word processing, spreadsheet, and database, to enter collected data and organize data into reports. Monitor retention of documents as required by state and federal law.
13. Drives to locations to conduct inspections.

**IMPORTANT FUNCTIONS:**

1. Assists in supervising emergency environmental health situations resulting from natural disasters, etc. as needed.
2. Attends conferences, workshops, and seminars for professional development purposes.

*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 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; 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; perform 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 or natural sciences plus two years of professional work experience in the environmental or public health field. Degree must include an algebra course or higher level math and 30 semester hours in basic sciences. 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 and operational concerns 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 and insecticides; may be exposed to constant or extreme noise, fumes, odors, and disease relating to assigned inspections

**Licensing/Certification**

Must possess a valid Missouri Motor Vehicle Operator's License. Depending upon assignment, incumbent may be required to obtain Missouri Environmental Health Specialist credential within first 30 months of employment.

**Miscellaneous Requirements**

Must have access to transportation to conduct off-site inspections and proof of liability insurance on the vehicle. Work hours may fluctuate in relation to establishments that operate outside of normal business hours and temporary events. Incumbent may occasionally be designated as on-call contact. May be subject to emergency call-in.

<b>Last Revision:</b>	February 14, 2012	<b>GENERAL ORDINANCE NO.</b> 5876
<b>Comments:</b>	Updated Abilities	<b>Date:</b> June 28, 2010

**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:** \_\_\_\_\_