

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Public Health Technician</u>
Sch & Grade	<u>PAT-6</u>
Class Code	<u>CB21</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Code Enforcement & Insp</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.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Assists and participates in 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. Determines the adequacy and sanitary condition of the water supply, sewage systems, swimming pools, etc., in public and private buildings and premises.
4. Investigates complaints regarding possible sanitation or pollution law violations; prepares reports on inspection activities; makes recommendations for corrective measures and performs follow-up investigations.
5. 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.
6. Reads and interprets a variety of information including applicable laws, codes, and ordinances relating to food safety and environmental health.
7. 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.
8. Drives to locations to conduct inspections.
9. Collects environmental and food samples and delivers them to the laboratory for analysis.
10. Assists staff in generating written communication to customers.

IMPORTANT FUNCTIONS:

1. Advises citizens, officials and owners and operators regarding the federal, state and local regulations, ordinances and requirements as they apply to environmental sanitation.
2. Assists in the organization and operation of community sanitation programs including preparing and presenting lectures, demonstrations, and training programs.
3. 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 principals and procedures.

Abilities

Observe facilities, equipment, and situations for environmental health compliance and make recommendations using sound, independent judgement; 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 four-year college or university with Bachelor’s degree in one of the physical or natural sciences. 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 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, insecticides, etc.; 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.

Miscellaneous Requirements

Must have access to transportation to conduct off-site inspections and provide 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.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 5876
Comments:	Updated Abilities	Date: 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: _____	