

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title Senior Public Health Investigator  
Sch & Grade PAT-9  
Class Code CB23  
FLSA Status Non-Exempt  
Bargain Unit Elig. Not Eligible  
Occ Group Code Enforcement & Insp

**PRIMARY PURPOSE:**

To conduct enforcement and investigation activities related to environmental health laws, ordinances and regulations.

**SUPERVISION:**

Under the direct supervision of the Chief of Environmental Health; supervises the work of subordinate investigators and technicians.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Supervises and participates in a variety of inspections, investigations and related duties in the total environmental health and consumer protection programs.
2. Enforces federal, state and local regulations regarding food handling and processing, vector control and environmental health.
3. Inspects all establishments involved in the manufacture, processing, sale, service or storage of foods for compliance with sanitary standards.
4. Reviews plans for construction of food handling facilities.
5. Inspects public and private buildings and premises; determines adequacy and sanitary condition of private water supplies and sewage systems, outdoor toilets, public and private swimming pools, et cetera.
6. Investigates complaints regarding possible sanitation or pollution law violations;
7. Prepares reports on inspection activities;
8. Makes recommendations for corrective measures and performs follow-up investigations;
9. Issues notices and summonses for violations when required.
10. Confers with citizens, officials and owners and operators regarding federal, state and local regulations, ordinances and requirements as they apply to environmental sanitation.
11. Prepares and presents lectures, demonstrations, and training programs as required.
12. Assists in organization and operation of community sanitation programs.
13. Participates in preparation of budget and formulation of administrative policies.
14. May represent the City at meetings and conferences.
15. Supervises and directs the work of program personnel including evaluating performance, recommending and implementing disciplinary action, and making hiring recommendations.

**IMPORTANT FUNCTIONS:**

*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; model and promote acceptance and respect for 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 four-year college or university with specialization in one of the physical or natural sciences, plus at least three years experience in a related field. Professional work experience in a closely related field 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**

None required.

<b>Last Revision:</b>	February 21, 2012	<b>GENERAL ORDINANCE NO. 5876</b>
<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:** \_\_\_\_\_