

City of Claremont, New Hampshire Position Description

Position Title:	Health Services Inspector	FLSA Status:	Non-Exempt
Reports to:	Chief Building & Code Enforcement Officer	Union/Merit:	Merit
Department:	Planning & Development	Grade Level-Points:	8 - 540
		Revised/Updated:	04/10/05

Job Summary

Performs responsible field inspection and investigative work to promote environmental sanitation and assures compliance of sanitary laws, rules, codes and regulations; conducts or directs on-site inspections and interviews company personnel and other individuals; conducts field analyses of to ensure sanitary and/or environmental conditions for compliance in regard to food service and other establishments under departmental jurisdiction or specific complaints or situations as specified under essential job functions or law.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Performs inspections on various establishments or events to ensure compliance to code, structural, equipment, licensing, sanitation, personnel, food sources, use of chemicals, labeling compliance, and other related codes and regulations.
2. Prepares reports, compliance orders, correspondence, follow-up re-inspections, and distributes relative information to appropriate persons.
3. Prepares food service license for food establishments. Reports and prepares said license for the City Manager to sign.
4. Coordinates the tracking of recalled products, and notifies appropriate parties. Oversees proper disposition of product. When necessary, directs condemnation of food products and related items that are deemed unfit for human consumption.
5. Responds to related complaints from the public or Building Inspector including nuisance, animal control, and pest control, septic system, lead abatement, water quality, medical waste, indoor air quality, solid waste and other issues related to health.
6. Assists or performs independently, educational seminars, in service presentations or informational forums on areas related to job functions to establishments, groups, schools or institutions either upon request or as a part of departmental community service and educational policy.
7. Writes reports concerning inspections; maintains computer database on all inspections.

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8. Reviews with other City departments plans for new or remodeled food service establishments.
9. Coordinates communication with State Bureau of Disease Control and State Public Health Nurse and local officials related to a communicable disease or other public health concerns at the direction of the Planning & Development Director.
10. Performs, periodically or upon request, facility inspection for schools as required by New Hampshire Department of Education as part of the State certification programs. Prepares report and distributes to appropriate personnel.
11. Provides relative information or direction to public, employees and others as requested.
12. Performs other related duties as assigned.

Peripheral Duties

Attend meetings as requested.

Perform the duties of subordinate personnel as needed.

Analyze and recommend improvements to equipment and facilities, as needed.

Desired Minimum Qualifications

Education and Experience:

Bachelor's Degree from a four year accredited institution in microbiology, bacteriology, environmental health or related field and one year experience in public health inspections or food service equivalent. Two (2) or more years of progressively responsible experience; *OR* Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Extensive knowledge of record keeping, report preparation, filing methods and records management techniques.
- Extensive knowledge of applicable state, federal and local laws, rules and regulations.
- Extensive knowledge of computer applications related to the work.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Standard business arithmetic, including percentages and decimals.

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- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

Ability to:

- Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.
- Read, analyze and interpret professional periodicals and journals, technical procedures, equipment specifications and government regulations.
- Compute ratios and percentages and interpret bar graphs.
- Deal with problems involving numerous variables in standardized and unique situations.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Make accurate arithmetic calculations.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.
- Demonstrated ability to communicate both orally and in writing.

Skill in:

- Communicating clearly and effectively, orally and in writing.
- Preparing clear and concise reports, correspondence and other written materials.
- Considerable skill in researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Extensive skill in organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Extensive skill in using a computer to accurately and rapidly enter and retrieve data and information.
- Extensive skill in accurately proofreading copy with accompanying knowledge of grammar, punctuation and spelling.
- Skill in the use of the tools and equipment listed below.

Supervision Received

Works under the broad policy guidance and direction of the Chief Building & Code Enforcement Officer. The duties and responsibilities of this position are also governed by an extensive set of statutes, policies, rules and regulations, as amended on an ongoing basis.

Supervision Exercised

None.

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Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

Licensing & Certification

Authorized Instructor by National Restaurant Association (Desirable.)

Must maintain any required approvals and designations as required.

Must maintain a valid motor vehicle operator's license.

Tools & Equipment Used

Personal computer including Microsoft Office software, accounting software, motor vehicle, telephone, typewriter, calculator, copy machine, and fax machine etc.

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

Typical Controls & Equipment: Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, various office equipment etc. Microwave Detector, Sound-meter, Thermometers, CO₂, CO Air Sampler Light Meters PH Test Kits, Motor Vehicle, Various Codes, Ordinances, Manuals, and Handbooks

Typical Work Environment: Inside: 10% Outside: 90%

Summary of Occupational Exposures: May be exposed to cleaning fluids, copier toner, etc. as well as exposure to construction equipment, sunlight, insects, domestic and wild animals, and all New England weather conditions. While performing the essential functions of this position the employee is frequently exposed to hazards involving moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, insect and vermin infestations, animal and human waste products, animal carcasses, bacteria, fungi and viruses, foul odors, lead, asbestos and similar substances, and outdoor weather conditions.

The incumbent's working conditions are typically moderately quiet to very loud.

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Physical Activity Requirements

Primary Physical Requirements

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Occasionally required
<u>LIFT 26 to 50 lbs.:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Not required

<u>CARRY up to 10 lbs.:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Rarely required

<u>REACH above shoulder height:</u>	Occasionally required
<u>REACH at shoulder height:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Occasionally required
<u>PUSH/PULL:</u>	Occasionally required

Other Physical Considerations

<u>Twisting:</u>	Occasionally required
<u>Bending:</u>	Occasionally required
<u>Crawling:</u>	Rarely required
<u>Squatting:</u>	Occasionally required
<u>Kneeling:</u>	Occasionally required
<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Rarely required
<u>Balancing:</u>	Rarely required
<u>Grasping:</u>	Frequently required
<u>Handling:</u>	Frequently required
<u>Torquing:</u>	Occasionally required
<u>Fingering:</u>	Frequently required

During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting & Smelling:</u>	Not required for the performance of the functions of this position.

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