



Code: 2382
Family: Legal and Regulatory
Service: Health and Welfare
Group: Inspectional
Series: Sanitary Inspection

CLASS TITLE: SANITARIAN I

CHARACTERISTICS OF THE CLASS

Under immediate supervision, conducts routine inspections of establishments that process, prepare, and/or serve food to enforce food safety, sanitation codes, and licensing requirements and conducts inspections of swimming pools and spas to enforce environmental health codes and licensing requirements, and performs related duties as required

ESSENTIAL DUTIES

- Inspects the physical condition of food establishments (e.g., restaurants, grocery stores, bakeries, wholesalers, special or summer food events or programs, and kitchens in hospitals, nursing homes, schools, etc.) to enforce food safety and sanitation codes and licensing requirements
- Inspects the physical condition of swimming pools and spas (e.g., indoor, outdoor) to enforce environmental health codes and licensing requirements
- Inspects equipment for proper bacterial sanitization, hygiene practices, and temperature control
- Issues citations for violations of food safety and sanitation codes
- May collect samples for laboratory analysis
- Conducts exterior inspections of establishments in response to complaints involving possible sanitary violations (e.g., overflowing garbage dumpsters, rodent activity, etc.)
- Advises owners or managers on safety standards, existing violations, regulations regarding various environmental, health, and safety issues and methods for compliance
- Re-inspects establishments cited for violations to ensure corrective actions have been taken
- Testifies in Administrative Hearing regarding violations
- Conducts special inspections in conjunction with other city departments and agencies and in response to potential cases of food-borne illnesses, as required
- Prepares and maintains inspection reports, records and supporting documentation (e.g., photos)
- Responds to inquiries on health code violations, complaints and compliance methods

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with an Associate's degree including nine credit hours in the biological or related sciences; or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

- Preference may be given to applicants who currently possess a valid Food Service Sanitation certificate
- Some positions may require specialty certification or training (e.g., Illinois Swimming Pool Operator certificate and/or Illinois Structural Pest Control Technician license)

WORKING CONDITIONS

- Exposure to outdoor weather conditions
- Exposure to fumes or dust
- Exposure to oily or wet environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Health-related equipment (e.g., thermometers, probes, sanitized wipes, swabs, litmus test strips)
- Personal protective equipment (e.g., lab coat, flashlight, hard hat, shoes, glasses, gloves)

PHYSICAL REQUIREMENTS

- Some lifting (up to 35 pounds) is required
- Ability to stand and walk for extended periods of time
- Ability to climb staircases, ladders, and/or step stools

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- geographical locations in the City
- applicable federal and state laws, and municipal codes relating to environmental health, food safety and sanitation regulations
- public health hazards and their detection, reporting requirements, and treatment
- inspection methods, practices and procedures
- equipment, methods, practices and procedures related to food sanitation
- report preparation methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- ***ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making
- ***ACTIVE LISTENING** - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- QUALITY CONTROL ANALYSIS - Conduct tests and inspections of products, services, or processes to evaluate quality or performance

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
 - SPEAK - Communicate information and ideas in speaking so others will understand
 - COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
 - WRITE - Communicate information and ideas in writing so others will understand
 - RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
May, 2012