



Code: 2375
Family: Legal and Regulatory
Service: Health and Welfare
Group: Inspectional
Series: Sanitary Inspection

CLASS TITLE: MANAGER OF FOOD PROTECTION SERVICES

CHARACTERISTICS OF THE CLASS

Under direction, manages the Food Protection Program in the Department of Public Health. Directs the inspection of licensed food establishments to enforce municipal food safety and sanitation codes and licensing requirements, directs the inspection of public swimming pools and spas to enforce environmental health codes, and performs related duties as required

ESSENTIAL DUTIES

- Directs supervisory level staff responsible for overseeing Sanitarians engaged in the inspection of licensed food establishments including restaurants, school cafeterias and special or temporary sites (e.g. summer lunch programs, summer festivals) to enforce food sanitation and licensing requirements
- Directs supervisory level staff responsible for overseeing Sanitarians engaged in the inspection of public swimming pools and spas to enforce environmental health codes
- Oversees the program's public education efforts, monitoring the provision of information to business owners and the general public on food safety, proper food handling, sanitation and environmental health issues
- Coordinates work efforts with management in developing new or updating existing ordinances and regulations governing food safety and sanitation and other environmental health disciplines
- Implement operating policies and work procedures to improve the efficiency and effectiveness of the Program's inspection and enforcement protocols
- Develops the Program's work objectives, quality standards and performance measures, working with supervisory staff to monitor productivity and adherence to established standards
- Responds to environmental health emergencies such as the outbreak of food borne illnesses, working with departmental staff, other city departments and state agencies to provide a coordinated and appropriate level of investigation and response
- Monitors the performance and on-going development and training of Program staff and conducts performance evaluations of supervisory staff
- Oversees the Program's participation in the administrative hearing process, including the conduct of pre-hearings with business owner's issued food sanitation code violation notices
- Provides management oversight of the Program's administrative functions including budget preparations, fund expenditures, purchasing, contracts and grants administration

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 a Bachelor's degree in Biology, the Natural Sciences, Environmental Health, or a directly related field, plus seven years of food sanitation or environmental health experience, of which five years are in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

Licensure, Certification, or Other Qualifications

- Must be licensed as an Environmental Health Practitioner by the State of Illinois within six months of hire
- 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

WORKING CONDITIONS

- General office environment
- Occasional field work leading or providing assistance to inspections of food establishments, including those operating out of doors, and swimming pools and spas

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, modems)

PHYSICAL REQUIREMENTS

No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Advanced knowledge of:

- *principles and practices of environmental sanitation related to food sanitation and other environmental health issues
- *applicable federal and state laws, and municipal codes relating to environmental health, food safety and sanitation
- *inspection and investigation procedures related to the inspection of food establishments for compliance with food safety and sanitation requirements and outbreaks of food borne illnesses
- * inspection and investigation procedures related to the inspection of public swimming pools and spas for compliance with environmental health requirements

Considerable knowledge of:

- * supervisory methods, practices and procedures
- * management of environmental health programs related to food protection

Moderate knowledge of:

- bacteriology and chemistry tests used in conducting food and sanitation inspections

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

Other knowledge as required for successful performance in the Sanitarian class series

Skills

- *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
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *SCIENCE - Use scientific rules and methods to solve problems
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *INSTRUCTING - Teach others how to do something
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Supervising Sanitarian class

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
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Supervising Sanitarian class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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Other characteristics as required for successful performance in the Supervising Sanitarian class

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
June, 2011