



Code: 2383
Family: Legal and Regulatory
Service: Health and Welfare
Group: Inspectional
Series: Sanitary Inspection

CLASS TITLE: SUPERVISING SANITARIAN

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises Sanitarians engaged in conducting inspections of establishments that process, prepare, and/or serve food to enforce food safety, sanitation codes and licensing requirements, and/or supervises Sanitarians engaged in conducting inspections of swimming pools and spas to enforce environmental health codes and licensing requirements, and performs related duties as required

ESSENTIAL DUTIES

- Assigns inspections or complaints of sanitation violations to staff and monitors to ensure they are conducted thoroughly and efficiently
- Reviews inspection reports and citations issued for completeness, accuracy, and appropriateness of findings
- Provides assistance and instruction to staff on complex inspections and investigations
- Conducts field visits to observe inspections and ensure compliance with departmental protocols
- May assist in conducting inspections and investigations and in preparing reports on findings
- May issue citations for health code violations
- Testifies in Administrative Hearings regarding violations found
- Oversees the training of new staff on inspections, food safety and sanitation codes, environmental health codes and licensing requirements
- Prepares reports on inspection activities
- Supervises the maintenance of inspection documents and reports
- Responds to citizen complaints and inquiries on health code violations and compliance methods
- Serves as a liaison to City departments, public agencies, and the general public on sanitary codes and enforcement issues
- Monitors and reviews work performance and productivity of Sanitarians and administrative staff, administers disciplinary actions as required and conducts performance evaluations of staff
- Assists in collecting samples and taking swabs for laboratory analysis as required

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 two years of food sanitation experience; or an equivalent combination of education, training and experience

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
- 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

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

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, 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**

Considerable 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 specific establishments (e.g., swimming pools and spas, exterior facility inspections)
- *equipment, methods, practices, and procedures related to food sanitation
- *report preparation methods, practices, and procedures

Moderate knowledge of:

- *permit and licensing applications, fees, and programs
- geographical locations in the City

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

Other knowledge as required for successful performance in the Sanitarian series

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
- 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
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something

Other skills as required for successful performance in the Sanitarian series

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 Sanitarian series

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- 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
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Sanitarian series

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
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