



## City of Irving Job Description

### Senior Health Inspector

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Inspections
<b>Job Code:</b>	05272	<b>Reports To (Job Title):</b>	Health Inspections Supervisor

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#### **PURPOSE**

Support the city Strategic Plan “Enhance Health Inspections Program” action and protect the citizens of Irving by minimizing the risks to health and safety through education, inspections, and legal actions by enforcement of the food, commercial childcare, registered family home, smoking, and nursing home ordinances and health related complaints.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Inspect food establishments, temporary food events, commercial childcare, nursing homes, smoking enforcement, and registered family homes. Reduce public health risks through enforcement of city, state, and federal codes and regulations.
- Lead the epidemiological investigations for food-borne illnesses.
- Give direction and guidance to employees as a Senior Inspector while performing quality control.
- Respond to questions and complaints from the public, City staff, owners/managers/employees of health establishments, and other interested persons regarding public health concerns. Respond to after-hour emergency calls.
- Issue citations and negotiates solutions for compliance, which includes testifying in municipal court.
- Recommend ordinance revisions and additions.
- Conduct health training classes for internal and external customers.
- Assist with special projects, which includes performing research, preparing reports, and conducting surveys.
- Maintain accurate written records of inspections made and complaints investigated. Prepare notifications, reports, and other documents.
- Serve as Chief Environmental Health Inspector in his/her absence.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Enforce zoning, dumpster, and sign ordinances as requested.
- Enforce registration requirement for shopping cart ordinance.
- Enforce quarterly sales reporting for restaurants with alcohol beverage sales.

## **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 3-10 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

None

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to a Bachelor's degree in Science, Environmental Health or related field.

### **EXPERIENCE**

- Three (3) years of related experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate valid Texas driver's license.
- Texas Department of State Health Services Professional Sanitarian License.
- Texas Department of State Health Services Registered Code Enforcement Officer License.

### **KNOWLEDGE OF**

- Epidemiology, Biology, Microbiology, Hazard Analysis Critical Control Points.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Codes: In depth comprehension of all codes and regulations of city, state and federal agencies for food establishments, commercial childcare centers, registered family homes, nursing homes and smoking enforcement.
- Field Inspections: Techniques and principles involved in conducting health and zoning related inspections.
- Building Plans: Techniques and principles involved in plan review of precision technical plans, blueprints, drawings, and models.
- Creative Problem Solving: Within the parameters of code and ordinance requirements, seek alternative solutions. Instruct and educate customers on how to get to their desired end result.
- Record Keeping: Principles and practices for collection and recording of information for use in report presentations, open records, data recovery, and legal testimony.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.

- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Industry Software: Sufficient familiarity with technology to use a variety of specialized industry software programs.

## **SKILLS AND ABILITIES IN**

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Interactive Presentation: Effectively presenting information to groups and responding to questions.
- Composure under Duress: Remaining composed and making sound decisions during stressful or sensitive circumstances.

## **GUIDANCE RECEIVED**

### **Direction and Varied Methods**

Typically receives general direction about assignments and work results to be attained. Requires judgment to determine which methods apply and what data/information should be considered. Position must think through how issues can be addressed within existing policies and procedures and may assist others with more complex work methods and problems.

## **CONTACTS**

Interacts with owners/managers/employees of health establishments, contractors, engineers, Texas Department of State Health Services, Texas Department of Protective and Regulatory Services, Food and Drug Administration, Dallas County Health Department, Chamber of Commerce, Irving Convention Center, Texas Alcoholic Beverage Commission, residents, visitors, businesses, and other city health divisions in the Metroplex.

## **EQUIPMENT AND PROPERTY**

Thermocouple, light meter, chlorine test papers, quaternary ammonia test strips, digital camera, computer, fax machine, Xerox machine, motor vehicle, scanner, printer, flashlight, iPad, and/or a cell phone.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to listen and see. Frequently, s/he is required to balance, carry, drive a vehicle, grasp, handle, feel, kneel, lift up to 10 pounds, pull, push, reach, sit, smell, stand, talk, and/or walk. In rare instances, s/he must crawl.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee frequently is exposed to confining work spaces, dirty environments, electrical hazards, extreme temperatures or weather conditions, air contamination, improper illumination, moving mechanical parts, noise and/or toxic or caustic materials. On rare occasions the employee may be exposed to violence. The noise level in the work environment usually is moderate. This job requires the employee to make decisions directly affecting the safety of others.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.