

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: HEALTH SERVICES INSPECTOR
DEPARTMENT: COMMUNITY DEVELOPMENT
REPORTS TO: HEALTH AND LICENSING OFFICER

JOB CODE: 1630
DATE: 2/08

JOB SUMMARY:

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

ESSENTIAL JOB FUNCTIONS:

Performs inspections on various establishments or events to ensure compliance to code, structural, equipment, licensing, sanitation, personnel, food sources, use of chemicals, application of HACCP, and labeling compliance and other related codes and regulations; prepares reports, compliance orders, and correspondence; performs follow-up re-inspections and distributes relevant information to appropriate persons.

Interviews all parties involved in food-borne illness; collects samples for testing; determines source; reviews procedures; compiles data; prepares reports of results of sample testing.

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.

Responds to nuisance, animal control, pest control, septic system, lead abatement, water quality, medical waste, indoor air quality, and solid waste complaints.

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.

Writes reports concerning inspections; maintains computer database on all inspections.

Reviews plans for new or remodeled food service establishments, equipment changes, related zoning codes and regulations, New Hampshire indoor smoking act, child care, and natural emergency responses.

Coordinates communication with State Bureau of Disease Control, State Public Health Nurse, and local officials related to a communicable disease or other public health concerns at the direction of the Health and Licensing Officer.

Inspects for non-compliance to plumbing, electrical, and structural codes and regulations.

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.

Provides relative information or direction to public, employees, and others as requested.

Provides non-profit and civil groups and Chamber of Commerce with information regarding licensing, requirements and regulations, coordination of special events, and level of involvement of Code Administration Department.

Assumes responsibilities of the Health and Licensing Officer in his or her absence.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment Thermometers
Light Meters PH Test Kits Motor Vehicle
Various Codes, Ordinances, Manuals, and Handbooks

MINIMUM QUALIFICATIONS REQUIRED:

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 or more years of progressively responsible experience.

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Drivers License.

Authorized Instructor by National Restaurant Association (Desirable.)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Laboratory standards and methods of sample analysis.

Principles and practices of chemistry.

Principles and practices of biology.

Principles and practices of microbiology.

Record keeping, report preparation, filing methods, and records management techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Standard business arithmetic, including percentages and decimals.

Applicable state, federal, and local laws, rules, and regulations.

Computer applications related to the work.

Skill in:

Using tact, discretion, initiative, and independent judgment according to professional principles.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Using a computer to accurately and rapidly enter and retrieve data and information.

Accurately proofreading copy, with accompanying knowledge of grammar, punctuation, and spelling.

Communicating clearly and effectively, orally and in writing.

Preparing clear and concise reports, correspondence, and other written materials.

Mental and Physical Abilities to:

Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Write reports and correspondence.

Read, analyze, and interpret professional periodicals and journals, technical procedures, equipment specifications, and government regulations.

Compute ratios and percentages and interpret bar graphs.

Work with mathematical concepts such as probability and statistical inference.

Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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.

Perform duties while intermittently sitting, standing, stooping, bending, or crouching.

Occasionally lift light objects.

Climb ladders.

Distinguish between shades of color.

Working Conditions:

Work is performed in an office and at inspection sites.

The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, or cold or inclement weather.

Work requires the use of protective devices such as masks, goggles, or gloves.

