

**CITY OF CONCORD
CLASS SPECIFICATION**

**CLASS TITLE: HEALTH AND LICENSING OFFICER
DEPARTMENT: COMMUNITY DEVELOPMENT
REPORTS TO: CODE ADMINISTRATOR**

**JOB CODE: 1603
DATE: 07/18**

JOB SUMMARY:

Directs the Health and Licensing functions of the Code Administration Division.

ESSENTIAL JOB FUNCTIONS:

Conducts inspections of restaurants and food service providers to enforce compliance with applicable federal, state, and municipal health laws, ordinances, codes and regulations.

Develops and implements health, housing, and licensing programs; drafts and prepares reports and presentations regarding health, housing, and licensing.

Determines actions to be taken regarding violations; reviews staff reports, communications, recommendations, and actions; determines applicability of statutes, codes, rules, regulations, and ordinances; authorizes the issuance of citations or directives.

Participates in legal actions in response to violations; schedules and conducts hearings; testifies before legislative committees and makes recommendations; testifies in court; reviews and evaluates drafts of legal cases.

Represents the City on matters concerning environmental health, public health, and other health, housing, and licensing issues.

Conducts classes and training seminars relative to food handling and food service sanitation for food service personnel; oversees the food handler certification program.

Reviews all plans and blueprints for new construction, remodeling, or changes to food service establishments.

Conducts investigations related to sound and noise violations.

Works with the general public, event promoters and other City staff to review, process and coordinate special event applications.

Provides staff support to various committees and boards, as assigned.

Supervises and provides leadership to personnel.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Sound Meter

Computer

Air Quality Test Kits

Digital Laser Thermometer

Video Camera

Telephone

Camera

Light Meter

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from a four-year college or university in microbiology, bacteriology or a related field. Four years of progressively responsible related experience, preferably with experience in a managerial capacity. Any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Food Handler Certification
Sound Analyzer (preferred)
Pest Control (preferred)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

All state, city and federal laws, rules, and regulations and RSAs governing or relating to programs and activities.

Standard laboratory test procedures and equipment used in analyzing test samples.

Principles and techniques of accounting, financial management, and budget development.

Principles and techniques of program and policy planning and evaluation.

Principles and practices of management, administration, and supervision.

Principles and practices of city, state, and federal rules and regulations pertaining to housing, salvage operations, environmental sanitation, inspection procedures, plumbing, electrical, zoning, and life safety codes.

Principles and practices of EPA guidelines for noise measurement, asbestos-containing materials, hazardous material, and the US Food and Drug Administration's Code of Federal Regulations pertaining to food.

Skill in:

Supervising and directing the work of subordinate staff.

Communicating effectively, both orally and in writing, with a variety of people.

Analyzing and evaluating program plans, policies, and activities.

Developing financial plans and budgets.

Developing work plans, goals, and strategies to accomplish work activities.

Making oral presentations before groups of people.

Mental and Physical Abilities to:

Establish and maintain effective working relationships with staff, service providers, advisory boards, officials, community leaders, clients, and the general public.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching.

Frequently lift light or heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Working Conditions:

Work is performed in an office, outdoors, and at inspection sites.

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

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