



CENTRAL CONNECTICUT HEALTH DISTRICT

JOB DESCRIPTION

POSITION	
POSITION TITLE: ENVIRONMENTAL HEALTH INSPECTOR	
DEPARTMENT: Environmental Health	REPORTS TO: Director of Health

DESCRIPTION
<p>POSITION SUMMARY Work involves responsibility for maintaining environmentally safe conditions within the District through the enforcement of the Public Health Code and Statutes and local ordinances and codes pertaining to environmental health. Duties include inspections, investigations, data interpretation and report preparation. This position also has the responsibility for making difficult health and safety decisions. The work requires that the employee understand the laws, rules and regulations governing the enforcement of environmental health codes for which they are responsible.</p>
<p><u>ESSENTIAL JOB FUNCTIONS:</u></p> <ul style="list-style-type: none"> • Conducts routine inspections of food establishments, salons, public pools, motels, child care centers and other businesses. Follows up on violations with enforcement, as needed. • Reviews plans and makes necessary inspections for approval of restaurants, food stores, child care centers, motels, public swimming pools, hair and nail salons and other businesses, as provided by statute and code. • Investigates environmental complaints such as garbage, rodent and insect infestations, noise, air and water quality, disease vectors, mosquito control, obnoxious weeds and unsanitary conditions. • Educates owners, operators and staff of regulated facilities. Promotes training programs, gives advice to facility personnel, and investigates food-borne illnesses. • Data entry and file maintenance. • Prepares reports of inspections and investigations, and other reports as requested. • Responds by telephone, in person, or in writing to persons seeking information regarding health regulations, specific complaints, license requirements, and other environmental health problems. • Participates in public health programming as required. • Regulates new water supply wells including site inspections of property, issuing permits to well drillers and reviewing water sample analysis reports. • Reviews plans and inspects sites for septic system installation including consultation with owners, contractors and engineers, and conducts soil testing. Issues septic permits.

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PUBLIC HEALTH for BERLIN, NEWINGTON, ROCKY HILL, WETHERSFIELD

- Investigates reports of elevated blood lead levels in children under the age of six. Performs epidemiological investigation as provided by statute.
- Performs related work as required.
- May serve as the agent of the Director of Health.

SKILLS:

- Knowledge of and the ability to interpret, analyze and enforce Federal, State and local environmental health laws, codes, ordinances and regulations.
- Knowledge of sampling and testing techniques.
- Ability to interpret and enforce regulations firmly and tactfully, and to establish and maintain effective working relationships with District staff and the public.
- Ability to read and interpret statistical data, laboratory test results, maps and plans.
- Ability to prepare and present oral and written statistical, narrative and technical reports.
- Ability to establish and maintain records and files.
- Ability to investigate, analyze and evaluate environmental health problems and propose solutions.
- Ability to identify and respond to emergency situations.

ADDITIONAL DUTIES:

- May be required to attend night meetings of commissions and boards.
- May be required to work evenings and weekends.
- Participates in professional education and training.
- Provides on-call coverage.

EDUCATION AND EXPERIENCE REQUIRED:

The qualifications would generally be acquired with a Bachelors Degree from an accredited college or university in biology, environmental health, public health, sanitary engineering or related field and approximately six (6) months of responsible experience in the field of community environmental health.

SPECIAL REQUIREMENTS

- Must provide personal transportation and have a valid Connecticut Class 2 drivers license.
- Employees must have ability to acquire and maintain the following registrations and certifications: Registered Sanitarian with the State of Connecticut; State of Connecticut Certification in Food Services and Phase I and II Subsurface Disposal Systems and Lead Poisoning Prevention.

PHYSICAL AND MENTAL CONDITIONS/WORK ENVIRONMENT:

Required for essential duties. Reasonable accommodations will be considered under the Americans with Disabilities Act (ADA) as amended from time to time. This list is not all inclusive and may be supplemented as necessary.

- Must be mobile with the ability to get from one location in the office or work site(s) to other locations in and outside from the primary office or work site(s). Ability to reach and bend, and push/pull or lift objects less than fifty pounds.
- Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy.
- Ability to see and read objects closely as in reading/proof reading narrative or financial reports. Ability to read plans, maps or diagrams and read from a computer monitor. Ability to see objects far away as in driving. Ability to distinguish between colors.
- Ability to hear normal sounds with background noise as in hearing/using a telephone. Ability to distinguish verbal communication and communicate through speech.
- Ability to communicate effectively in oral and written form.
- Ability to maintain files and records and make mathematical calculations using a calculator.
- Ability to concentrate on complicated detail and complex issues for more than three hours at a time with some interruption, urgency and changing priorities.
- Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned.
- Ability to use knowledge and reasoning to solve complex problems.
- Ability to learn and apply new information, methodologies, techniques and legislation applicable to departmental activities.
- Works in typical office setting subject to interruptions, heavy traffic flow and heavy work volume expectations and performs outside inspections which include exposure to fluctuations in temperature and seasonal weather. May be exposed to dust and electromagnetic radiation from computer monitors. May be exposed to body fluids, infectious or contagious disease, hazardous wastes material, toxins and/or poisonous substances.
- Ability to properly don and doff protective clothing or gear.

Note: Reasonable accommodations will be considered under the Americans with Disabilities Act (ADA) as it may be amended from time to time. This list is not all inclusive and may be supplemented as necessary to account for changes in essential functions and/or changes in the work environment.

JOB DESCRIPTION APPROVAL	
SIGNATURE	TITLE
DATE APPROVED _____ <u>11/14/19</u>	

JOB CLASSIFICATION
_____ EXEMPT _____ NOT EXEMPT

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.