

**GRADE: 1471**

**DIVISION: ENVIRONMENTAL PUBLIC HEALTH – FOOD PROTECTION SERVICES**

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***POSITION SUMMARY:***

Responsible for the supervision and development of Environmental Health Specialists and Sanitarians in conducting the visual and technical analysis of commercial food and institutional facilities as set forth in state and local public health laws and regulations. Enforces local, state, and federal regulations regarding these establishments.

Oversees plan review and construction activities to ensure that minimum standards are met for the sanitary design, layout, operational and food product flow, construction, and maintenance of equipment, premises, and surroundings to safeguard public safety and health.

Provides oversight and coordination of plan review processes; assists staff with plan reviews, and communicates with staff, supervisors, contractors, and architects regarding submission and review of plans. Expected to perform above duties individually as needed to achieve program goals. Assists Food Program Manager with policy development, training programs, budget preparation, special projects and strategic planning.

***PRINCIPAL DUTIES AND RESPONSIBILITIES:***

The following functions represent the majority of the duties performed by the position, but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

***JOB FUNCTIONS:***

1. Supervises staff that perform physical inspection of existing or proposed businesses, collect samples or data, operates field testing equipment and conducts tests for interpretive analysis.
2. Manages and executes assigned projects effectively through allocated resources.
3. Assists staff with special and routine duties as needed including licensing and certification programs and managing citizens' complaints.
4. Interprets the goals for the program into individual objectives and assists in the formulation of individual goals for Food Protection Services Environmental Specialists and Sanitarians. Assists with organizing daily activities of program employees in order to meet objectives and workload expectations. Generates records and reports of activities supervised. Reviews work product of staff to ensure Division and Program goals are met.
5. Conducts timely performance reviews and utilizes performance improvement plans as needed.
6. Interprets applicable regulations/ordinances to determine compliance or appropriate corrective measures to be taken. Makes recommendations concerning remedial actions to correct food safety issues and initiates enforcement procedures related to food safety issues. Recommends and implements compliance actions such as warnings, fines, informal hearings, formal hearings, license suspension or closure; and conducts follow-up investigation to monitor progress toward correcting the condition.
7. Reviews submitted plans, specifications and calculations to verify that construction and/or remodel is in conformity with applicable building, mechanical, electrical, plumbing, gas, municipal ordinances, and all relevant codes, policies, regulations, and standards.
8. Travels to construction sites and performs inspections of new or existing establishments during various states of construction, including remodels, renovations and repairs, to ensure compliance, both independently and with other staff.

9. Recognizes, evaluates, and resolves unique construction and plan related problems or situations. Recommends and implements changes to plan review policies and procedures to ensure plan review process is effective and efficient.
10. Communicates with program staff, Health Department management, outside agencies, architects, and contractors to facilitate the plan review process, relay code requirements, and/or resolve problems.
11. Coordinates plan review training for program staff and provides technical assistance with plan review and on-site construction inspections. Provides on-going individualized training to staff as needed to improve skills and abilities.
12. Operates field testing equipment and conducts tests for interpretive analysis. Prepares technical and non-technical reports and maintains records of plan review activities.
13. Investigates complaints, writes enforcement letters and submits related documentation to local, state and federal agencies.
14. Approves or disapproves construction documents and communicates results to appropriate design professionals (architect, engineer, etc.); documents reason for disapproval of plans or specifications with the appropriate code references and notifies the design professional of the discrepancy.
15. Manages plan review completion time while also ensuring that plans placed on hold are tracked and resolved. Works with clerical staff to develop internal and external plan review correspondence while ensuring comprehensive and grammatical composure. Performs final check on all outgoing plan review documentation to ensure accuracy and consistency.
16. Completes required training in support of duties and responsibilities of this position and other duties as assigned including those required to fulfill activities in support of public health emergency operations.
17. Provides routine technical assistance to industry, community groups and others regarding applicable food safety and sanitation regulations to aid compliance efforts and solicit cooperation in promoting sound environmental/public health practices.
18. Study new materials, methods, and building construction applications to keep abreast of new trends and developments. Propose innovative equipment or plan review technology as needed to improve plan review and construction inspection process.

## **QUALIFICATIONS/SPECIFICATIONS:**

### **Education**

- Baccalaureate degree in physical, natural or biological science, public health, environmental health, environmental science or related field is required with **a minimum of thirty (30) semester hours** in natural, physical or biological sciences, public health and/or environmental health.

### **Experience**

- Minimum of two years' experience as an Environmental Specialist or sanitarian; with demonstrated mastery of construction regulations and inspections preferred.
- Considerable knowledge of architecture, construction regulations and methods, materials, tools and equipment. Preference will be given to candidates with all four commercial International Code Council (ICC) certifications [Building, Mechanical, Plumbing and Electrical].

## Skills/Knowledge

- Develop the ability to utilize organization resources in order to resolve problems including employee disciplinary actions.
- Organizational skills to ensure deadlines are met.
- Proficient in the operation and maintenance of computers, monitoring and detection equipment, which includes data entry, generating reports, various software usage, and managing electronic files.
- High level of attention to detail. Ability to read, accurately interpret plans and specifications of any complexity, detect hazards, violations, and confirm that plans reviewed are in compliance with Codes and construction in progress.
- Good oral and written communication skills required to effectively communicate with Department staff and outside agencies when conveying regulations, information regarding inspections, enforcement, and plan review processes and procedures.
- Customer service-minded with internal and external customers and ability to resolve issues in an amicable, fair, and consistent manner.
- Provides leadership and works with staff to ensure a high performance, customer-service oriented work environment that supports achieving the department's vision, mission, and values.

## Licenses

- Registered or eligible for registration with the Sanitarian Advisory Council, Oklahoma State Department of Health.
- A valid Oklahoma driver's license is required.

## **INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:**

- Internal contact with coworkers, supervisors, Program Manager, and other Health Department personnel and management.
- External contact with citizens regarding complaints and communication of compliance requirements; and architects, contractors, and outside agencies in compliance of plan review regulations and processes.

## **SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:**

**Direct Supervision** – Environmental Specialists or Sanitarians.

**Indirect Supervision** – Functional guidance to supervisors, inspectors, and office staff in conjunction with plan review process.

**Budget/Money/Material** – No direct accountability; suggests budget/capital. Responsible for assigned equipment.

**Reports to** – Food Program Manager, Environmental Public Health

## **SPECIAL REQUIREMENTS:**

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform job-related travel.
- Must be available for after-hours and emergency response.

**FLSA Status: Exempt**

## PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- **Climbing:** Ability to ascend and descend stairs utilizing legs, hands and arms.
- **Balancing:** Capable of movement from one place to the other and maintenance of body equilibrium.
- **Stooping, Kneeling, Crouching, Crawling:** Ability to bend spine at waist, bend legs at the knees and move on hands, knees and feet.
- **Reaching:** Ability to extend arm(s) up and out.
- **Grasping/Fingering:** Ability to hold objects by using fingers and hands, and ability to use fingers for operational needs such as typing.
- **Standing:** Ability to stand for extended periods of time.
- **Sitting:** Ability to sit for extended periods of time.
- **Walking:** Ability to move on foot for an extended period of time.
- **Pushing/Pulling:** Ability to use arms and/or hands to move objects to and from the body.
- **Lifting:** Ability to move/transfer objects up to 50 pounds occasionally and 10 pounds regularly.
- **Talking:** Ability to communicate by use of the spoken word.
- **Hearing:** Ability to identify sounds in order to receive information.
- **Visual acuity:** Ability to perform activities that require close visual acuity such as analyzing data. Must also have the visual acuity to operate motor vehicles and/or heavy equipment.
- **Working conditions:** Environmental conditions will fluctuate as this position has activities that occur inside and outside. Individual may be exposed to extreme weather conditions such as heat (above 100 degrees) and cold (below 32 degrees). Individual will occasionally be exposed to chemical and safety hazards as well as stressful situations during inspections. Individual is exposed to atmospheric conditions such as fumes, odors, dust, etc.
- Occasional experiences with unpredictable, aggressive citizens during resolution of complaints may cause stressful conditions.
- Must be available for after-hours emergencies including evening and night-time routine work.