Coordinator, Plan Review

GRADE: 13
DIVISION: ENVIRONMENTAL PUBLIC HEALTH – FOOD PROTECTION SERVICES

POSITION SUMMARY:
Responsible for inspections of commercial food establishments, institutional facilities, lodging and public bathing facilities. Enforces local, state and federal regulations regarding these establishments. Provides oversight and coordination of the plan review processes; assists and communicates with staff, supervisors, contractors and architects regarding submission and review of plans; and assists with construction inspections.

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.

ESSENTIAL JOB FUNCTION: (75%)
1. Conducts physical inspection of institutional and food establishments, lodging, public bathing and existing or proposed businesses using prescribed compliance review procedures. Collects samples or data, operates field testing equipment and conducts tests for interpretive analysis. Prepares technical and non-technical reports and maintains records of investigative activities. Prepares required documentation for review prior to submission to state or federal agencies.
2. Investigates complaints, writes enforcement letters and submits related documentation to local, state and federal agencies. Participates in licensure and certification programs.
3. Interprets applicable regulations/ordinances to determine compliance or appropriate corrective measures to be taken; initiates enforcement procedures related to consumer health programs, and recommends and implements compliance actions such as warnings, fines, informal hearings, formal hearings, and license suspension or closure; and conducts follow-up investigation to monitor progress of correction improvement.
4. Completes required training in support of duties and responsibilities of this position.
5. Other duties as assigned including assistance in conducting epidemiological investigations and those required to fulfill activities in support of public health emergency operations.

SECONDARY JOB FUNCTIONS: (25%)
1. Organizes and oversees plan review processes to review and interpret plans for construction and/or remodelling projects for compliance to applicable code, policies, and standards. Ensures turn-around time for completion is followed.
2. Coordinates training for program staff and provides technical assistance with plan review and construction inspections.
3. 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.

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 a sanitarian; focus on construction regulations and inspections preferred.

Skills –
- Skills are required in the operation and maintenance of computers and monitoring and detection equipment.
- Organizational skills to ensure deadlines are met.
- High level of attention to detail. Ability to accurately read architectural and construction plans, blueprints, schematic drawings, and specifications and interpret compliance with accepted regulations, standards, and division procedures.
- Good oral and written communication skills are required to effectively communicate with Department staff and outside agencies in relaying regulations information regarding inspections, enforcement, and plan review processes and procedures.

Licenses –
- Registered with the Sanitarian Advisory Council, Oklahoma State Department of Health.
- Valid Oklahoma driver’s license.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:
- Internal contact with Division coworkers, supervisors and Division Chief and with 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.

PHYSICAL EFFORT: See page 3.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:
Direct Supervision – None.
Indirect Supervision – Functional guidance to sanitarians and office staff in conjunction with plan review process.
Budget/Money/Material – Responsible for assigned equipment.
Reports to – Food Protection Supervisor staff, Division Chief

WORKING CONDITIONS: See page 3

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.