

**GRADE: 12**  
**DIVISION: ENVIRONMENTAL PUBLIC HEALTH – FOOD PROTECTION SERVICES**

---

***POSITION SUMMARY:***

Primarily responsible for inspections of commercial food establishments and institutional facilities as set forth in state and local public health laws and regulations, and providing food safety education.

***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 FUNCTIONS:***

1. Conducts physical inspection of food establishments, and existing or proposed business 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. Provides food safety instruction to food establishment representatives on proper methods of personal hygiene and food sanitation.
3. Investigates complaints, writes enforcement letters and submits related documentation to local, state and federal agencies. Participates in licensure and certification programs.
4. Makes recommendations concerning remedial actions to correct environmental health problems. Initiates with supervisor assistance enforcement procedures related to environmental health programs. With supervisory assistance, recommends compliance actions such as formal warnings, fines, license suspensions or closure. Conducts follow-up activities to monitor progress toward correcting conditions.
5. Interprets applicable regulations/ordinances to determine compliance or appropriate corrective measures to be taken.
6. Provides routine technical assistance to industry, community groups and others regarding environmental health programs. Solicits cooperation in promoting sound environmental/public health practices.
7. Assists in reviewing plans for proposed food and institutional facilities and in conducting epidemiological investigations.
8. Completes required training in support of duties and responsibilities of this position.
9. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.
10. Assists with provision of food safety program orientation to medical and nursing students.

***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** - No experience required.

**Skills** - Skills are required in the operation and maintenance of monitoring and detection equipment. Good oral and written communication skills are required to effectively present information and operate audio-visual equipment including laptop computer and digital camera, deal with the public and write technical reports. **Bilingual (Spanish/English) preferred.**

**Licenses** - Registered with the Sanitarian Advisory Council, Oklahoma State Department of Health, or be eligible for registration. Eligible incumbents, upon completion of six (6) months of training in this position, must take and pass the *Sanitarian-in-Training* examination.

**INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:**

- Internal contact with laboratory personnel regarding sample analyses; with the legal department regarding potential legal actions and compliance with regulations; and with other environmental specialists regarding compliance information.
- External contact with citizens regarding complaints and communication of compliance requirements, builders, engineers, architects, attorneys, equipment vendors and establishment owners/operators regarding consumer problems; with specific departments within the city, county, state or federal agencies on compliance in areas of shared responsibility; and with food establishment representative diplomacy.

**PHYSICAL EFFORT:** See page 3.

**SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:**

**Direct Supervision** – None

**Indirect Supervision** – None

**Budget/Money/Material** – Responsible for assigned equipment

**Reports to** – Food Program Manager, Food Protection Services

**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 able to respond to emergency situations within an hour of receiving notification.
- The Oklahoma State Department of Health and the Tulsa City-County Health Department will require all applicants and incumbents at this level to be eligible for registration as a *Sanitarian-In-Training*. Registration shall be with the Department of Registration, Oklahoma State Department of Health, provided in 59 O.S. 1981, Section 907, which states in part:

“(a) any person who on or before January 1, 1976, submits under oath evidence satisfactory to the Department that he has been a resident of the State of Oklahoma for at least one (1) year immediately preceding the date of application, and that he was employed in the field of sanitation on the effective date of this Act (May 27, 1975), may be registered as a professional

sanitarian; (b) any person... who after the effective date of this Act... who shall have a B.S. degree, an Environmental Science Degree or equivalent from an accredited college or university with at least thirty (30) semester hours work in physical, natural and biological sciences, public health and/or environmental health together with such other qualifications as may be established by the Department...”.

*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.