

GRADE: 14
DIVISION: ENVIRONMENTAL PUBLIC HEALTH - Food Protection Services

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. Assist staff with plan reviews and complaint investigations. Expected to perform above duties individually as needed to achieve program goals. Assist Food Program Manager with policy development, training programs, budget preparation, special projects and strategic planning.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

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

ESSENTIAL JOB FUNCTIONS:

1. Supervise staff that inspect commercial food establishments, institutional facilities, and manufactured food facilities.
2. Evaluates the condition of food processing facilities relative to food safety and food defense; assists operators with food labeling and processing technologies in manufactured and retail food establishments.
3. Provides food safety instruction to food establishment representatives on proper methods of personal hygiene and food sanitation.
4. Leads the activities of assigned team members by communicating and providing guidance toward achieving program objectives.
5. Conducts epidemiological investigations, assists with plan review processing, licensing, certification programs, citizens' complaints and special and routine duties as needed
6. Reviews work product, records, and reports of staff activities and works with team members to ensure that Division and Program goals are met.
7. Prioritizes, schedules, assigns, and monitors work to optimize operational service. Interprets the goals for the program into individual objectives and assists with formulating individual goals. Assists with organizing daily activities to meet objectives and workload expectations. . Conducts timely performance reviews and utilizes performance improvement plans as needed.
8. Promotes program goals by mentoring, motivating, and training program team members. Provides new employees with orientation and necessary staff training and development. Establishes individual performance goals for employees, supervises their performance, counsels them on how to perform effectively, recommends associated salary actions; and assists with orientation or training of medical and nursing students or new employees as assigned.
9. Approves and/or develops technical and non-technical reports prior to submission to state or federal agencies.
10. Interprets applicable regulations/ordinances to determine compliance or appropriate corrective measures to be taken 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.

11. 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.
12. Works with clerical staff to ensure prompt turnaround of reports and other correspondence; updates and/or reviews documents as needed; and develops internal and external correspondence.
13. Completes required training in support of duties and responsibilities of this position.
14. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

ADDITIONAL DUTIES:

1. Responsible for observing the Environmental Health Specialist/Sanitarian trainees as they demonstrate competencies identified as outlined in Voluntary National Retail Food Regulatory Program Standard (VNRFRPS) requirements listed in Standard Two and Standard Four., and
2. Provides feedback to the trainee throughout the course of the training process on their ability to demonstrate required competencies.
3. Ensure that trainees complete the sanitarian training and standardization process outlined in the VNRFRPS within 18- 24months of hire or assignment to Food Protection Service Program and/or every 36 months following the initial training period.
4. Maintains Environmental Health Specialist/Sanitarian training records.
5. Oversees self-assessment activities for Program Standard 2 and assists Program Manager with other VNRFRPS self-assessments and updates as needed.

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 30 semester hours in natural, physical, or biological sciences, public health and/or environmental health.

Experience

- Four+ years of experience as an Environmental Specialist required with specific experience in food safety and food regulations preferred.

Skills/Knowledge

- Critical thinking and problem-solving skill needed for operating and maintaining monitoring and detection equipment.
- Must be proficient in operating computer equipment and audio visual equipment, which includes data entry, generating reports, various software usage, and managing electronic files.
- Good oral and written communication skills required to effectively communicate with Department staff, the public, and outside agencies when conveying regulations, information regarding inspections, enforcement, and plan review processes and procedures.
- Ability to conduct independent research in areas relating to Food Program operations and initiatives.

Licenses

- Must be registered as an Environmental Specialist/Sanitarian 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 laboratory personnel regarding sample analyses; with the legal department regarding potential legal actions and compliance with regulations; and with environmental specialists regarding compliance information.
- External contact with citizens regarding complaints, and communication of compliance requirements; builders, engineers, architects, attorneys and establishment owners/operators regarding food safety problems or establishment design information; departments within the city or county on compliance in areas of shared responsibility; city officials on plumbing, fire and electrical; and the Oklahoma State Department of Health regarding state rules.
- Represents Food Protection Service Program, as needed, in state, local, and national meetings and conferences.
- Occasional media spokesperson to discuss THD's position on an investigation, story, or environmental/public health issue.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:

Direct Supervision – Four to Six Sanitarians/Environmental Specialists.

Indirect Supervision – Provides guidance to clerks and other Program Environmental Specialists/Sanitarians.

Budget/Money/Material – No direct accountability; suggests budget/capital. Responsible for assigned equipment, license applications and following money handling policies.

Reports to – Division Chief and Food Program Manager, Environmental Public Health

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, and 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.

SPECIAL REQUIREMENTS:

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform job-related travel.
- 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 with the Department of Registration, Oklahoma State Department of Health, provided in *59 O.S., Section 1150.7*, which states in part:

A. Applicants for certificate of registration as a sanitarian or environmental specialist shall be approved for registration by the Council upon compliance with the following:

1. Have two (2) years of postgraduate, full-time experience working in the fields of public health or environmental protection;
2. Have a four-year baccalaureate degree with a major in public health, environmental health, environmental science, physical science, natural science, biological science, agricultural science, or equivalent, from an accredited college or university with at least thirty (30) semester hours of work in physical, natural and biological sciences, public health and/or environmental health or environmental protection or both environmental health and environmental protection;
3. Pass an examination prescribed by the Council, demonstrating knowledge and understanding of the principles of sanitation and of the physical, biological and environmental sciences; and
4. Pay applicable examination and registration fees.

B. Upon compliance with subsection A ... the Commissioner shall issue a certificate of registration as a registered professional sanitarian or registered professional environmental specialist....

FLSA Status: Exempt