



**Code: 2383**  
Family: Legal and Regulatory  
Service: Health and Welfare  
Group: Inspectional  
Series: Sanitary Inspection

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## **CLASS TITLE: SUPERVISING SANITARIAN**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, supervises Sanitarians engaged in conducting inspections of establishments that process, prepare, and/or serve food to enforce food safety, sanitation codes and licensing requirements, and/or supervises Sanitarians engaged in conducting inspections of swimming pools and spas to enforce environmental health codes and licensing requirements, and performs related duties as required

### **ESSENTIAL DUTIES**

- Assigns inspections or complaints of sanitation violations to staff and monitors to ensure they are conducted thoroughly and efficiently
- Reviews inspection reports and citations issued for completeness, accuracy, and appropriateness of findings
- Provides assistance and instruction to staff on complex inspections and investigations
- Conducts field visits to observe inspections and ensure compliance with departmental protocols
- May assist in conducting inspections and investigations and in preparing reports on findings
- May issue citations for health code violations
- Testifies in Administrative Hearings regarding violations found
- Oversees the training of new staff on inspections, food safety and sanitation codes, environmental health codes and licensing requirements
- Prepares reports on inspection activities
- Supervises the maintenance of inspection documents and reports
- Responds to citizen complaints and inquiries on health code violations and compliance methods
- Serves as a liaison to City departments, public agencies, and the general public on sanitary codes and enforcement issues
- Monitors and reviews work performance and productivity of Sanitarians and administrative staff, administers disciplinary actions as required and conducts performance evaluations of staff
- Assists in collecting samples and taking swabs for laboratory analysis as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Biology, the Natural Sciences, Environmental Health, or a directly related field, plus two years of food sanitation experience; or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

#### **Licensure, Certification, or Other Qualifications**

- Must be licensed as an Environmental Health Practitioner by the State of Illinois within six months of hire

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability
- Some positions may require specialty certification or training (e.g., Illinois Swimming Pool Operator certificate and/or Illinois Structural Pest Control Technician license)

**WORKING CONDITIONS**

- General office environment
- Exposure to fumes or dust
- Exposure to oily or wet environment
- Exposure to outdoor weather conditions

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Health-related equipment (e.g., thermometers, probes, sanitized wipes, swabs, litmus test strips)
- Personal protective equipment (e.g., lab coat, flashlight, shoes, glasses, gloves)

**PHYSICAL REQUIREMENTS**

- Some lifting (up to 35 pounds) is required
- Ability to stand and walk for extended periods of time
- Ability to climb staircases, ladders, and/or step stools

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Considerable knowledge of:

- \*principles and practices of environmental sanitation related to food sanitation and other environmental health issues
- \*applicable federal and state laws, and municipal codes relating to environmental health, food safety and sanitation
- \*inspection and investigation procedures related to the inspection of food establishments for compliance with food safety and sanitation requirements and outbreaks of food borne illnesses
- \*inspection and investigation procedures related to the inspection of specific establishments (e.g., swimming pools and spas, exterior facility inspections)
- \*equipment, methods, practices, and procedures related to food sanitation
- \*report preparation methods, practices, and procedures

Moderate knowledge of:

- \*permit and licensing applications, fees, and programs
- geographical locations in the City

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Sanitarian series

### **Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*SCIENCE - Use scientific rules and methods to solve problems
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something

Other skills as required for successful performance in the Sanitarian series

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Sanitarian series

### **Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Sanitarian series

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
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