CLASS TITLE: Health Code Enforcement Inspection Analyst

CHARACTERISTICS OF THE CLASS: Inspects the physical and sanitary conditions of establishments regulated by the public health code; and performs related duties as required.

ESSENTIAL DUTIES: Inspects establishments such as hotels, motels, beauty shops, tanning salons and funeral homes applying for new or renewed business licenses to ensure that health and sanitation standards are met prior to license approval; surveys establishments to ensure conformance with price posting and license display requirements; inspects the operation of plumbing fixtures for water pressure, leakage and contamination by wastes and fluids; collects samples of suspected contaminated items for laboratory testing and documents test results; investigate complaints regarding establishments suspected of violations found; interprets the health code to violators and explains compliance requirements; re-inspects establishments to ensure violations have been corrected prior to violation hearings; testifies in court regarding citations issued against establishments.

RELATED DUTIES: Maintains records and prepares reports of inspection activities, investigations and findings; assists in administering the funeral director’s licensing examination; participates in joint inspections with other City and State agencies.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with an Associate’s degree and the completion of 15 semester hours in the Biological Sciences, including six semester hours in Microbiology, supplemented by two years of progressively responsible experience in the inspection, investigation and enforcement of health codes, or an equivalent combination of training and experience.

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.

Ability to access multi-level facilities. Ability to recognize environmental hazards. Ability to physically inspect establishments. Ability to maintain records and prepare reports. Ability to interpret the health code.

Skill in conducting health code inspections. Good oral and written communication skills.

Physical Requirements. Ability to lift and carry objects including boxes, fixtures, etc., weighing up to fifty pounds during the course of conducting inspections.

Working Conditions. Indoors: Exposure to fumes, dust and noise. Outdoors: Exposure to inclement weather and extreme temperatures and noisy, dusty, oily, wet, cramped, dirty and unpleasant environments.

Equipment. Environmental safety equipment such as hard hats, general protective gear and meters for detecting toxic substances. General office equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

December, 2004
City of Chicago
Department of Personnel
(Minimum Qualifications Revised March, 2008)