CLASS TITLE: Supervising Health Code Enforcement Inspection Analyst

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

ESSENTIAL DUTIES: Supervises the inspections of 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 code standards are met prior to license approval; supervises the surveying of establishments to ensure conformance with price posting and license display requirements; oversees the inspection of plumbing fixtures for water pressure, leakage and contamination by wastes and fluids; supervises the collection of samples of suspected contaminated items for laboratory testing and ensures test results are documented; assigns and supervises investigations of complaints regarding establishments suspected of violating health codes and directs the issuance of citations; interprets the health code to violators and explains compliance requirements; oversees re-inspections of establishments to ensure violations have been corrected prior to violation hearings; testifies in court regarding citations issued against establishments.

RELATED DUTIES: Conducts health code compliance inspections on emergency or as needed basis; maintains records and prepares reports of inspection activities, investigations and findings; supervises the administration of the funeral director's licensing examination; participates in joint health and sanitation inspections with other governmental agencies.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in the Biological Sciences 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 form accident liability.
CLASS TITLE: Supervising Health Code Enforcement Inspection Analyst (Cont’d)

Knowledge, Abilities and Skill. Good knowledge of the City’s health and sanitary codes. Good knowledge of environmental hazards. Knowledge of the geographic area of the city.

Ability to recognize environmental hazards. Ability to interpret the health code. Ability to physically inspect establishments. Ability to access multi-level facilities.

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

Physical Requirements. Ability to lift and carry objects including boxes and fixtures 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.