
TITLE:	Environmental Health Officer	FLSA:	Non-Exempt
DEPARTMENT:	Community Preservation and Development	REPORTS TO:	CP&D Director
PREPARED:	July 1998	UPDATED:	February 2024

Position Summary

This position performs technical investigations and inspections in all environmental health programs including regulatory oversight of food establishments, public swimming pool operators, tanning and cosmetics-related businesses, animal and rodent control, and other public health nuisance programs.

Essential Functions

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

- Conducts routine, pre-inspection, follow-up, and complaint-driven inspections to ensure compliance with applicable food, environmental health and nuisance laws and codes; ensures sanitary operations in public facilities including food establishments, swimming pools, daycares, schools and for temporary food events
- Provides consultation, interpretation, training and explanation on environmental health issues to facilities, organizations, professionals and the general public
- Responds to complaints that may be a violation of City health, property maintenance, building and zoning ordinances
- Conducts inspections of food establishments
- Enforces the City's animal ordinance
- Enforces City regulations governing school and day care facilities
- Enforces and advises on City's Business Registration Regulations
- Prepares vacant lot list consisting of all vacant lots and their property owners; verifies each location and notifies owners of their responsibility regarding maintenance.
- Updates and maintains related electronic and paper databases, files, forms and records
- All other duties as assigned.

Required Education, Experience, Licensing, and Certifications

- Bachelor's Degree in Environmental Health, Microbiology, Chemistry, Biology or related field, with a minimum of two (2) years of progressively responsible experience.
- Valid driver's license.
- Environmental Health Practitioner License.
- Food Service Sanitation Certification.

Physical and Work Environment

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable

JOB DESCRIPTION

Environmental Health Officer

accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This is considered a medium duty position which requires lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds, manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing;
- Duties are performed under all weather conditions and include exposure to inclement weather, noise, heavy traffic conditions, and exhaust fumes;
- Duties require ability to work at heights and in confined spaces.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.