



DATE	January 2013
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Sanitarian
 DEPARTMENT/DIVISION: Environmental Services
 REPORTS TO: Environmental Quality Manager

SUMMARY: Responsible for inspecting food establishments, mobile trucks, and temporary events for compliance with City ordinances in order to prevent food borne outbreaks/illnesses. Educates food establishments and the public and manages restaurant inventory and permits. Work requires limited supervision and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Conducts inspections of food establishments, mobile food trucks, and temporary events, which includes: responding to citizen complaints within established timeframes; conducting pre-opening inspections for the purpose of permitting; evaluating construction to ensure compliance with applicable codes; recommending issuance of waivers or allowances; and/or, performing other related activities.
- Enforces applicable ordinances, which includes: issuing citations and/or establishment closures; preparing correspondence related to violations and forwards to legal department for potential legal action; performs site follow-ups to ensure resolution of code and/or ordinance violations.
- Maintains and updates restaurant scores and other relevant materials on the City website.
- Prepares and gives presentations on food safety and related program information to schools and/or other interested parties.
- Participates in reviewing and updating rules and ordinances in an effort to remain compliant with applicable State rules associated with food establishments and Food and Drug Administration program standards.
- Performs grease interceptor inspections to determine and/or recommend servicing.
- Enforcing smoking ordinance, which includes: permitting and monitoring the smoking rooms of food establishes to ensure compliance with applicable ordinance; responding to questions and responding to complaints; and/or, performing other related activities.
- Performs a variety of administrative activities in support of program operations, which includes: recording inspection data and scores in applicable databases; scheduling re-inspections and follow-up inspections; maintaining accurate and up-to-date listings of food establishments; filing paperwork; responding to requests for information and/or complaints; ordering supplies required for inspections; and/or, performing other related activities.
- Responds to after-hours environmental emergency situations on an on-call basis.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of microbiology principles;
- Knowledge of sanitarian principles and practices;
- Knowledge of environmental health principles and practices;
- Knowledge of applicable Federal, State, and Local laws, codes, ordinances, rules, and regulations;
- Skilled in performing food establishment inspections;
- Skilled in developing public education programs related to food safety;
- Skilled in conducting grease trap inspections;
- Skilled in mediating hostile situations;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
- Skilled in preparing clear and concise reports;
- Skilled in providing customer service;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree with a concentration in an applied science.
- Two years experience in consumer/environmental health, or sanitation.
- Must possess a valid Texas Class C Driver's License.
- Must qualify for and complete the Registration of Professional Sanitarians (R.S.) certification with the Texas Department of Health within one year of hire.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, tasting, smelling, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in both standard office and outdoor environments, with potential exposure to adverse weather conditions.
- Frequent exposure to fumes and airborne particles.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.