

Code: 4540

Title: SANITARIAN SUPERVISOR

SUMMARY: Supervises Sanitarian staff performing routine field inspections and the enforcement of Federal, State and local regulation for permitted establishments relating to public health and consumer food safety. Reviews, inspects and approves the sanitation aspects of construction plans and sites. Participates in routine inspections and high profile/complex investigations.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Consults with architects, engineers, contractors and others regarding sanitation aspects of construction plans and construction;

Interprets and enforces environmental health laws, rules, regulations, ordinances and codes pertaining to food preparation, service and related health areas;

Reviews and approves construction plans to ensure compliance with Federal, State and local sanitation and health regulations for new or remodeled recreational and food establishments, including restaurants, swimming pools, hotels, motels, mobile home parks, schools and day-care facilities;

Performs quality control field inspections, standardization field inspections, on site construction inspections, final construction inspections and makes determinations and recommendations regarding compliance with Federal, State and local sanitation and health regulations;

Supervises Sanitarian staff performing routine field inspections and enforcing environmental health, laws, rules, regulations, ordinances and code pertaining to food preparation, service related health areas;

Trains, assigns work to and evaluates staff;

Supervises and participates in routine health inspections and the determination of violations and citations for food service establishments, swimming pools, hotels, motels, mobile home parks, schools and day-care facilities;

Supervises and participates in the preparation and presentation of training materials to Health Department personnel, food service establishment personnel or others as appropriate;

Maintains and updates reference materials and prepares activity reports for management;

Makes recommendations to management for the development or update of policies, procedures codes and ordinances;

Conducts inspections and serves as a point of contact on high profile, complex and emergency projects;

Investigates and monitors reported food-borne illness outbreaks;

Coordinates the inspections and organization of temporary food events.

KNOWLEDGE & SKILLS:

Knowledge of:

- Federal, State and local sanitation and health laws, rules, regulations, ordinances and codes;
- principles, practices and techniques of health inspections, education and enforcement;
- principles, practices and techniques of construction plan review;
- biological and physical sciences applicable to environmental health;
- effective communication techniques;
- principles and practices of public health administration;
- principles and practices of documentation and preparation of reports and correspondence;
- principles and practices of employee training, supervision and evaluation.

Skill in:

- reviewing, understanding and approving construction plans;
- supervising, assigning work to, training and evaluating assigned staff;
- communicating effectively;
- applying and interpreting appropriate sanitation and health laws, rules, regulations and codes;
- conducting and supervising health inspections;
- preparation of routine, recurring, and special reports and correspondence;
- operating a computer for word processing, database, spreadsheets and email;
- dealing with the public regarding health issues.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Current registration as a Sanitarian (R.S.) with the State of Arizona at the time of appointment and three years experience working in public or environmental health relating to food and other consumer products and establishments and one year supervisory/lead experience. (Supervisory/lead experience may be concurrent with public or environmental health experience.)

OR:

(2) Two years experience with Pima County as a Sanitarian and current registration as a Sanitarian (R.S.) with the State of Arizona and one year supervisory/lead experience. (Supervisory/lead experience may be concurrent with public or environmental health experience.)

OTHER REQUIREMENTS:

Licenses and Certificates: Maintenance of current State of Arizona certification as a Sanitarian is a condition of employment; failure to maintain certification shall result in termination. Some positions may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of initial/promotional probation.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.