

FUNCTIONAL JOB DESCRIPTION

GENERAL INFORMATION:

Civil Service Classification	Public Health Sanitarian I
Working Job Title (if different)	
Division	Environmental Health – Food Protection
Date Job Description Created	11/18/2013
Revision Dates of Job Description	
Job Title Changes (all changes since position creation)	

POSITION DEFINITION:

Responsible for performing field inspections of licensed retail food establishments (RFEs) and food service operations (FSOs) to enforce the Ohio Uniform Food Safety Code, and to protect the health of the public. Work may also involve investigation of complaints, risk assessments, and screening of potential clients. Position may be reassigned to other programs within Environmental Health as operational needs warrant.

ESSENTIAL FUNCTIONS:

- Inspection and appropriate code enforcement of food service operations, retail food establishments, school inspections, and FOG (fat, oil and grease) inspections. Efficiently uses resources to mitigate health hazards.
- Document inspection records within the appropriate system (Envision Connect, files, correspondence, memoranda, reports and related materials).
- Train staff and operators as needed. Develops and provides educational programs and materials regarding safe food preparation, handling, and storage practices, or other environmental health related practices including, but not limited to, level 1 food safety training.
- Consult with internal/external experts and agencies, including, but not limited to, the Ohio Department of Health and the United States Department of Agriculture, regarding

food protection codes or practices, or other environmental health and safety codes and practices.

- Attend mandatory staff meetings; attend CEU classes and maintain RS/SIT licensure.
- If position is reassigned, work may include healthy home assessments, including lead hazard assessments and clearance testing, inspection of swimming pools, body art establishments, and other environmental health issues and complaints. These inspections may include screening and enrolling potential clients who meet specific grant or codified criteria. In a reassignment situation, the percentage of work in these areas may be up to 70% of the position's duty.

PREFERRED QUALIFICATIONS:

Bachelor's Degree in Environmental Health or other science field.

COMPETENCIES/KNOWLEDGE-SKILLS-ABILITIES (KSA's):

A. Public Health Tier: 1 – Frontline employee

B. Organizational Competencies

All CPH employees are expected to ensure that the Columbus community is protected from disease and other public health threats, and to empower others to live healthier, safer lives. In addition, all CPH employees are expected to meet specified competencies in the following areas:

- Customer Focus: Ensure the health and safety of our community within my abilities and resources and treat our many, diverse customers with thoughtful listening and respect.
- Accountability: Be accountable for knowing the scope of CPH programs and for maintaining the public's trust through credible information, quality programming and services, and fiscal integrity.
- Research / Science-based: Contribute to the advancement of the scientific base of public health and use credible science as the foundation of our policies and procedures.
- Equity and Fairness: Interact with clients, community partners and co-workers with fairness and equity and deliver services free of bias or prejudice.
- Continuous Quality Improvement: Establish and maintain organizational capacity and resources to support continuous quality improvement.
- Occupational Health and Safety: Follow all safety rules, proactively work to prevent accidents, and encourage the use of sound judgment in order to comply with departmental and city occupational safety regulations.
- Emergency Preparedness: Promptly identify and respond to public health threats and priorities which may involve working outside of day-to-day tasks.

- Communication: Communicate in a respectful manner both written and orally, in person, and through electronic means, with linguistic and cultural proficiency.

C. Manager/Supervisor/Executive Level Competencies

- City of Columbus MCP/HACP Performance Excellence: Managing Performance (N/A)
- City of Columbus MCP/HACP Performance Excellence: Managing Resources (N/A)
- Council on Linkages: Leadership and Systems Thinking Skills (N/A)

D. Job Specific Competencies

Descriptions of each competency can be found at:

http://www.phf.org/programs/corecompetencies/Pages/Core_Public_Health_Competencies_Tools.aspx

- Analytical/Assessment Skills (1A8)
- Policy Development/Program Planning Skills (2A5)
- Communication Skills (3A1, 3A2, 3A5)
- Cultural Competency Skills (4A1, 4A2, 4A3, 4A4, 4A5, 4A6)
- Community Dimensions of Practice Skills (5A1, 5A5, 5A6, 5A7, 5A9, 5A10)
- Public Health Sciences Skills (6A1, 6A2, 6A4, 6A5, 6A6, 6A8, 6A9)
- Financial Planning and Management Skills (7A3, 7A10)
- Leadership and Systems Thinking Skills (8A1, 8A3, 8A5, 8A6, 8A7)

E. Professional Competencies

List professional competency(ies): Registered Sanitarian (RS)

Employee will adhere to:

- The Center for Disease Control and Prevention Environmental Health Performance standards found at: <http://www.cdc.gov/nceh/ehs/envphps/Docs/EnvPHPSv2.pdf>
- All internal environmental health checklists, policies and procedures for Columbus Public Health Sanitarians and Sanitarians-in-Training.

REPORTING STRUCTURE:

Title of Immediate Supervisor:	PH Sanitarian III
Titles of any others this position reports to:	
Titles of those who directly report to this position:	

PHYSICAL WORK ENVIRONMENT:

Job Location: 240 Parsons Ave., Columbus, Oh 43215

Physical Activity: Climbing, reaching, standing, walking, pushing, pulling, lifting, fingering, touching, talking, hearing, repetitive motions

Physical Requirements: Sedentary work, light work

Visual Activity: Close to the eyes, at or within arm's reach

Other Job Activities: Employee works both inside in an office setting, and outside for sanitarian duties. Lifting up to 25 pounds occasionally, and/or up to 15 pounds of force frequently, and/or very minimum amount of force constantly to move objects. Employees move around and stand on foot for long periods of time in order to accomplish sanitarian field job requirements and may be exposed to weather elements.