



**Position Recruitment Notification
For Internal & External Candidates**

Job Classification:	Sanitarian
Department/Division	Health Department
Employment Status:	Full-time
Annual Salary/Grade:	\$25.26/hr. - \$34.16/hr. +/- DOQ/Grade 8
FLSA:	Non-Exempt
Union:	SEIU-Union
Employment Commission:	N/A
Deadline for Application:	Posted Until Filled

POSITION SUMMARY:

This is a single class position under direction of the Public Health Director. This employee organizes and implements environmental health programs as directed by the Public Health Director. This employee is also responsible for education and enforcement activities for the promotion and protection of the public health environment. Valid driver's license and proof of insurance required. Proof of State of Illinois Environmental Health Practitioners' License and transcripts will be required upon request.

INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:

<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=503517826>

For additional information on the position visit our website at <http://www.oak-park.us/jobs>. Submit applications and resumes by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce.



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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

This employee organizes and implements environmental health programs as directed by the Public Health Director. This employee is also responsible for education and enforcement activities for the promotion and protection of the public health environment.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision and direction from the Public Health Director

EXAMPLES OF DUTIES - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

Essential duties and responsibilities

1. Inspect food establishments, mobile and temporary food service facilities and child care establishments, and other public service places; record violations and provides education; follow-up as appropriate to ensure compliance with standard state and local laws and all applicable rules and regulations. Conduct foodborne illness investigations in collaboration with communicable disease staff.
2. Investigate citizen complaints regarding nuisance violations including, but not limited to rats, birds, odors, noises, air, solid waste, standing water and water pollution.
3. Enforce state and local laws, codes and regulations; prepare letters of compliance for violations; issue citations and testify in court as necessary.
4. Conduct rodent surveys and other vector surveys including investigating the environment, applying rodenticides, baits and trapping; dispose of rodents as necessary and conduct bird dispersal program.
5. Perform environmental health lead investigations under the childhood lead program.
6. Conduct body art inspections, record violations and provide education to body art facilities.
7. Collect, according to established standards, samples for testing including water, meat and other foods, lead, soil, paint; birds and other environmental hazards; ensure appropriate delivery of samples to laboratories for analysis; follow-up on results as appropriate.
8. Review architectural plans and specifications for food establishments, and other public service facilities; ensure compliance with state and local laws, codes and ordinances.
9. Maintain computerized and written records
10. Participate in emergency preparedness, disaster planning and response activities.



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11. Participate in community coalitions to address environmental health issues.
12. Establish and maintain effective work relationships with the public.

Other important duties and responsibilities

1. Attend and participate in a variety of professional group meetings; provide consultative advice; report agenda items to supervisor.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of

Basic public health practices and philosophy.

Food and potable water safety and security.

Hazard Analysis Critical Control Points (HACCP) principles, procedures and software.

Foodborne illness investigation procedures.

Methods for conducting noise, air, and other nuisance investigations.

Methods and safety precautions for investigating, mitigating and abating lead hazards.

Solid waste and hazardous waste management principles, procedures, and related safety issues.

Principles, practices and methods for vector control including insects and rodents.

Methods and safety precautions concerning the application and use of pesticides and rodenticides including proper measures for handling and storing such substances.

Integrated pest management principles and practices.

Methods for conducting investigations and controlling toxic chemical, mold and other pollutants.

Pertinent Federal, State and local laws, codes and regulations

Ability to:

Ensure that best in class customer service is provided to both internal and external customers and also embrace, support, and promote the Village's core values, beliefs, and culture.

Inspect facilities and operations to ensure compliance with applicable health and safety regulations.



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Interpret, explain and enforce the Village health and safety rules, regulations, laws and codes.

Recognize health safety violations and recommend solutions.

Work independently in the absence of supervision.

Prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work; form partnerships with other individuals, departments and organizations to enhance job performance.

Identify and compile relevant information to solve a problem, and the knowledge of where to go to obtain the relevant information.

Function effectively within the Village organization and to be an effective team player.

Produce oral and written reports to document actions, keep records and inform appropriate personnel of activities, findings and other pertinent information.

Make effective use of the environmental health practitioner's field and other public contacts to provide information on environmental health issues and to engage the public to find and implement solutions.

Conduct all interactions with the public in a professional and courteous manner using a tactful, non-confrontational and culturally-sensitive style.

Effectively use Microsoft Office including Word, Excel, Access, PowerPoint, Outlook and Internet Explorer.

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:

- *Making sound decisions*
- *Demonstrating intellectual capabilities.*

Maintain reasonable and predictable attendance.

Work overtime as operations require

Experience and Training Guidelines

Experience: One year of responsible experience conducting sanitary or environmental inspections. **AND**



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Training: Illinois Environmental Health Practitioner Act (225 ILCS 37)

Vaccination against COVID-19 strongly preferred.

- Requires a Bachelor's Degree in environmental health science from college or university approved by the National Environmental Health Association Accreditation Council for environmental health curricula or its equivalent as approved by the State of Illinois Department of Professional Regulation; or
- Requires a Bachelor's Degree from an accredited college or university which includes a minimum of 30 semester hours or equivalent hours of basic sciences acceptable to the State of Illinois Department of Professional Regulation and 12 months of full-time experience; or
- Requires a Master's Degree in public health or environmental health science from an accredited college or university if the applicant has completed a minimum of 30 semester hours or equivalent hours of basic sciences acceptable to the State of Illinois Department of Professional Regulation

Licenses or Certificates – **Please Note *Possession of certifications and licenses listed below are conditions for employment that must be obtained within six months from the date of appointment and maintained in an active status during the term of employment.***

Currently possess or are eligible to obtain a State of Illinois Environmental Health Practitioner License; Currently possess or are eligible to obtain certification as a State of Illinois Structural Pest Control Technician; Currently possess or are eligible to obtain certification as a State of Illinois Lead Risk Assessor; and Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Travel from site to site; exposure to hazardous chemicals, dust and noise; some climbing, stooping, lifting and inspecting in confined areas.