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 |  | Human Resources Department50 West 13th StreetDubuque, Iowa 52001-4805Office (563) 589-4125Fax (563) 690-6025TTY (563) 690-6678 humanresources@cityofdubuque.org[www.cityofdubuque.org](http://www.cityofdubuque.org) |
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 January 14, 2020

# TO: Interested Persons and Organizations

**FROM:** City of Dubuque Personnel Office

**SUBJECT:** Job Opportunity

# ENVIRONMENTAL SANITARIAN

**DEPARTMENT:** Health Services **ANNUAL SALARY RANGE:** $53,580 to $69,992

**GENERAL STATEMENT OF DUTIES:** Performs technical inspection work involving the enforcement of state and local laws, ordinances and regulations as part of the city’s health services programs; performs related work as required.

**DISTINGIUSHING FEATURES OF THE CLASS:** Work in this class involves responsibility for the enforcement of applicable state statutes and municipal public health ordinances, codes and regulations. General programs and policies are determined by the department manager and specific decisions are made in accordance with applicable ordinances codes and regulations. Employees in this class have considerable freedom and are expected to exercise independent judgment. Work is supervised by the department manager who reviews work through conferences, written and verbal reports and results achieved.

**EXAMPLES OF WORK (ILLUSTRATIVE ONLY):**

**ESSENTIAL:**

* Inspects public and institutional food establishments
* Inspects environmental nuisances (examples; garbage, stagnant water, air pollution, noise, hazardous waste, oil spills, fish kills, illegal dumping, licensed refuse haulers, inadequate private onsite sewage disposal facilities and private water supplies)
* Inspects public swimming pools and spas
* Inspects licensed public lodging facilities
* Inspects tattoo establishments
* Interprets the various health requirements to the media and through contacts with community groups and food service workers
* Appears in court as a witness against persons who violate municipal public health ordinances
* Assesses residential units/homes for lead and health hazards

**KNOWLEDGE, SKILLS AND ABILITIES:**

**ESSENTIAL:**

* Knowledge of municipal health ordinances, state statutes and regulations as they apply to public health.
* Knowledge of the modern principles, techniques, practices and objectives of environmental health and public health
* Ability to enforce municipal public health ordinances, state statutes and regulations, tactfully, firmly and impartially, while maintaining effective working relations with the public

Utilize the following Competencies:

* Problem sensitivity
* Written comprehension
* Reading comprehension
* Oral expression
* Oral comprehension
* Deductive reasoning
* Near vision
* Investigate legal issues
* Testify at legal or legislative proceedings
* Maintain data and information system databases
* Prepare regulatory or compliance documentation

**DEMONSTRATE THE ABILITY TO:**

* Establish and maintain effective working relationships with the general public, representatives of other agencies and employees
* Express oneself clearly and concisely
* Study, analyze and compile technical information through critical thinking, active listening, speaking, monitoring, active learning, complex problem solving and writing. and compile technical and statistical information and make recommendations from such data
* Utilize a computer, and software for tracking, monitoring, and documentation, web-based software for inspections, e-mail, and other basic computer functions
* Utilize multi forms of technology daily including computer, tablet, smartphone and various software and databases
* Demonstrated ability to follow a management style that is input oriented and values equity, problem solving and the development of partnerships;
* Demonstrated ability to be a team player;
* Desire to be part of an organization that values service, people, integrity, responsibility, innovation, and teamwork.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Graduation from an accredited four-year college or university with major course work in public health, physical and biological sciences, environmental health or related field; and/or any equivalent combination of experience and training which provides the essential knowledge, skills and abilities. Possession of, or ability to obtain and maintain, a valid Iowa driver’s license. Certified Pool Operator (CPO) Certification within six (6) months of employment and become Standardized under Standard #2 of the FDA Voluntary National Retail Food Regulatory Program Standards within 18 months of employment.

**PREFERRED REQUIREMENTS:** Certified Pool Operator (CPO) Certification, currently Standardized under Standard #2 of the FDA Voluntary National Retail Food Regulatory Program Standards, Certified Elevated Blood Lead Inspector, and Registered Sanitarian (RS).

**RESIDENCY:** Employee shall establish their principle place of residence within the corporate limits of the City of Dubuque or within six and one half (6.5) miles of the corporate limits of the City of Dubuque, in the state of Iowa, as soon as practicable after appointment, but within two years of appointment.

**OVERTIME STATUS:** Non-Exempt

**APPLICATION:** Please submit an employment application at [www.cityofdubuque.org/employment](http://www.cityofdubuque.org/employment) for this position by February 2, 2020. For assistance or questions with the application process, please contact the City of Dubuque Human Resources Department located at City Hall, 50 West 13th Street, Dubuque, Iowa 52001-4864, call 563-589-4125 or email citypers@cityofdubuque.org. To view the position description and benefit summary, please access [www.cityofdubuque.org/employment](http://www.cityofdubuque.org/employment) or find it posted on the job bulletin board in the Human Resources Department at City Hall.

The City of Dubuque is an equal opportunity employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

# AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER