



<b>DATE</b>	August 2023
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

JOB TITLE: Senior Sanitarian  
 DEPARTMENT/DIVISION: Environmental Services/Environmental Quality  
 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. Serves as lead to Sanitarians and is responsible for performing the most difficult and/or complex investigations, and overseeing enforcement actions of environmental health laws, ordinances, rules and regulations. In addition this position is responsible for coordinating education and training activities for the Division, other departments, and the public. Assigns work, provides direction and training, and assists with supervising Sanitarians. Work requires limited supervision and the use of independent judgment and discretion.

**ESSENTIAL JOB FUNCTIONS:**

- Assists in overseeing staff; assigns and reviews work.
- Monitors and coordinates training for staff, which will maintain professional credentials, enhance specialized knowledge, and keep staff current on new processes and procedures.
- Conduct training for new hires as well as QA/QC as needed.
- Makes recommendations to management on revisions of city ordinances.
- Coordinates work activity, as requires, with federal, state, or other local agencies.
- Participates in various councils, associations, and other professional organizations as appropriate.
- Interprets environmental health laws and regulations to contractors, public and private officials, and the general public.
- 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.
- Enforces smoking ordinance, which includes: permitting and monitoring the smoking rooms of food establishments to ensure compliance with applicable ordinance; responds to questions and complaints; and/or, performing other related activities.
- Assists in the permitting of BYOB establishments.
- 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 afterhours environmental emergency situations, special events, or other afterhours activities on a rotational on-call basis.
- Performs other duties as assigned.

#### **SUPERVISORY/BUDGET RESPONSIBILITIES:**

- Lead responsibility over Environmental Health Specialists .

#### **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 environmental health, biology, chemistry, microbiology, physical science, food technology, or other related science.
- Three years' experience in Food Safety.
- Must possess a valid Texas Class C Driver's License.
- Must be a Professional Sanitarians (R.S.) in Texas.
- Must obtain and maintain the HAZWOPER Certification within 6 months 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.