

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Consumer Health Specialist		
<b>Job Code:</b>	TC5070	<b>Job Family:</b>	Technical/Para-Professional
<b>Pay Grade</b>	509	<b>Date Reviewed:</b>	06/21/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs comprehensive consumer and environmental health work including the inspection of food service establishments, childcare facilities, public swimming pools, spas, hotels and motels. Investigates complaints filed by the general public regarding consumer health issues.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Ensures compliance with applicable Federal and State consumer health regulations. Determines appropriate and efficient methods to abate unsanitary conditions.
2. Analyzes information and data regarding assigned territory to determine most effective and efficient use of time and resources in conducting assignments.
3. Investigates complaints filed by the general public regarding consumer or environmental health issues; conduct investigations of food or water borne illnesses.
4. Prepares detailed and accurate reports of various inspections and investigations performed and the results of such inspections and investigations.
5. Conducts plans examinations of new and remodeled food and child care facilities, swimming pools and spas, and hotels and motels.
6. Conducts consumer health education and educate the public regarding proper food handling and various consumer health procedures.
7. Meets all individual requirements needed to attain and maintain compliance with the Voluntary National Retail Food Regulatory Program Standards 1-9.
8. Organizes and coordinates assignments, contacts, scheduling and interagency contact of special events, programs and activities.
9. Performs other duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Principles and practices of consumer health.
  - Methods and techniques of consumer health programs.
  - Operations and services of food establishments, public swimming pools and day care centers.
  - Methods and techniques of food preparation and handling according to established regulations.
  - Methods and techniques used in the prevention of water pollution.
  - Applicable sanitary regulations governing food preparation and the provision of various public services.
  - Principles of business letter writing and basic report preparation.
  - Pertinent Federal, State and local laws, codes and regulations.
  - City's Health and Sanitation code, state's Health & Safety statutes, and multiple federal laws (FDA Food Code and CDC's Model Aquatic Code).
  - Microsoft Suite.
  - Accela and Sweeps software.
  - Food science.
  - Water chemistry.
- **Skill in:**
  - Monitoring assigned activities and operations.
  - Making observations.
  - Operating assigned equipment.
  - Making sound decisions.
  - Using good judgment.
  - Time Management.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Performs comprehensive consumer health work.
  - Ensures compliance with applicable Federal and State consumer health regulations.
  - Ensures compliance with Division Standard Operating Procedures and quality assurance program.
  - Investigates complaints filed by the general public regarding consumer health issues.
  - Determines appropriate and efficient methods to abate unsanitary conditions.
  - Provides consumer health education activities using various audio-video equipment including a computer. May involve participation in cable TV program development.
  - Prepares clear and concise reports using pen and paper and computer.
  - Communicates clearly and concisely, both orally and in writing.
  - Establishes and maintains effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college/university with major course work in environmental science, public health, food services or a related field and two years of increasingly responsible consumer health, regulatory or related experience.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

Possession of, or ability to obtain, a valid Texas Professional Sanitarian (R.S.) or Registered Environmental Health Sanitarian (R.E.H.S.) License within twelve months of employment.

### **When assigned to Vector Control:**

Must possess a Texas State Certificate as a Certified Pest Control Applicator's License, or a Certificate as a Pesticide Applicator with the Department of Agriculture

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.