



**POSITION SUMMARY:**

Maintain technical and regulatory knowledge and experience in the areas of licensed establishments in order to provide accurate and complete information in the field or when communicating with professional or general public inquiries.

Review and approve environmental health plans, permits and license applications.

Independently performs field inspections of licensed establishments and investigates other complaints related to general environmental sanitation.

Understand program data systems and processes.

Participate in division workgroups and outside agency committees related to assigned tasks.

Collaborate with lead worker(s) and supervisor to identify new programs or improvements needed. Relay problems with new or existing programs to lead worker and supervisor and participate in quality improvement activities.

Participate in at least 20 hours of continuing education related to food safety programs every 3 years. Identify other continuing education activities that relate to assigned job duties.

Participate in internal standardization to improve food code knowledge and risk based inspection techniques.

Participate in program related training opportunities to share and build knowledge of food safety and sanitation regulations and best practices.

## **FUNCTIONS**

### **Function A - 80%: Food Safety Licensing Inspections and Program Support**

A1: Annually inspect food establishments according to division policies and procedures to determine compliance. Perform operator consultation, plan reviews, pre-inspections, reinspections, and other visits as necessary. Ensure establishments are properly licensed according to their sales category and risk level. Ensure establishments are not operating without a license.

A2: Consult with leadworker or EHSS regarding the inspection of licensed establishments and interpretation of WI Administrative Code and Dane County Ordinances as they relate to licensed establishments.

A3: Provide education and/or training to food service employees to ensure compliance with food code requirements.

A4: Coordinates and inspects temporary food establishments according to division policies and procedures to determine compliance. Attend vendor meeting as requested.

A5: Identify food establishments that require variance and/or HACCP plan submittal. Reviews submitted HACCP plans and provide consultation to food establishment operators.

A6: Participate on the Food Safety Team. Develop and improve food safety training materials for food employees and others. Ensure materials are up-to-date and health literate. Contribute articles to the monthly Foodfacts electronic newsletter.

A7: Verify and record licensing and inspection data, track activity and save documentation using the program's computer data system. Ensures data is accurate.

A8: Assist leadworker or EHSS in foodborne illness investigations. Provide feedback to improve complaint and outbreak procedures. Collects samples and deliver to the appropriate laboratory.

A9: Investigate customer complaints related to food establishments. Require corrective action and take appropriate enforcement action when necessary.

A10: Participate in the prosecution of cases for non-compliance with public health laws by completing investigation reports and attending meetings or hearings.

A11: Respond to public inquiries regarding food licensing and food safety requirements.

A12: Respond to after-hours emergency notices affecting licensed food establishments (fire, flood, power outage).

### **Function B - 15% Recreational Licensing Inspections**

B1: Annually inspect recreational licensed establishments according to division policies and procedures to determine compliance. Perform pre-inspections, reinspections, and onsite visits as necessary. Ensure establishments are properly licensed. Ensure establishments are not operating without a license.

B2: Consult with leadworker and EHSS regarding the inspection of recreational licensed establishments and interpretation of WI Administrative Code and Dane County Ordinances as they relate to recreational licensed establishments.

B3: Provide education to licensed establishment employees to ensure compliance with code requirements.

B4: Record data, track activity and save documentation using the program's computer data system. Ensure data is accurate.

B5: Investigate customer complaints related to recreational licensed establishments. Require corrective action and take appropriate enforcement action when necessary.

B6: Participate in the prosecution of cases for non-compliance with public health laws by completing investigation reports and attending meetings or hearings.

B7: Respond to public inquiries regarding recreational licensing and safety requirements.

### **Function C - 5% Other Environmental Health Duties**

C1: Perform inspections and issue orders as necessary to resolve environmental health hazards in the community.

C2: Assist in emergency preparedness activities by insuring that you are trained to internal policies and procedures to meet agency response and recovery needs safely. Be prepared and respond as directed to all hazards when PHMDCs emergency plans are activated.

C3: Actively participate in quality improvement activities to effect positive change in your programs and the Department by informing your supervisor of areas needing improvement, offering possible solutions, helping to gather data that will inform decisions, and working with others to test and implement new practices.

C4: Actively participate in health/racial equity activities and strategies to ensure all people in Dane County have fair and equitable opportunities to be healthy. Strategies and activities include but are not limited to health / racial equity trainings, using a health/racial equity lens/assessment to evaluate potential policies or programs, consulting with the PHMDC health equity team with specific questions and working on specific projects or program with the PHMDC health equity team.

C5: Participate in professional development as determined by supervisor to meet program, departmental and professional development goals.

C6: Perform laboratory couriering services according to division policies and procedures.

C7: Attend monthly Environmental Health meetings.

C8: Attend quarterly PHMDC All-Staff meetings.

C9: Consult with other state or local agencies as needed.

C10: Attend required HIPAA Privacy and Security training regarding federal and state laws related to confidentiality requirements. Know and abide by your program-specific confidentiality policies and procedures that ensure client privacy and electronic health records security. Inform the Privacy Officer of areas that need improvement and do your part to prevent HIPAA violations and to create a culture of confidentiality compliance.

C11: Other duties as assigned.

#### **POSITION REQUIREMENTS:**

Education and experience:

Any combination of training and experience equivalent to a Bachelor's degree from an accredited college or university in environmental health, public health sanitation, sanitary or soil science, biological sciences or related fields. The ideal candidate will have worked in an internship in a health department. Certification in other environmental specialty areas such as lead, asbestos, hazardous materials, mold, healthy homes, pools and food safety may be required, depending on the duties performed.

Certifications: None

**SPECIAL REQUIREMENTS:** Must have access to personal transportation and have or be eligible for a valid Wisconsin driver's license. Employees are required, as a condition of employment, to remain current with certain immunizations and vaccinations. A list will be provided at the time of job offer.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles and practices of environmental sanitation; working knowledge of environmental health and related scientific theory and practices applicable to food protection, environmental contamination, communicable diseases, sanitation and health nuisance abatement; some knowledge of chemistry and bacteriology and its relation to water, milk, and food sanitation; knowledge of health and safety laws and codes and their practical application; knowledge of city and county ordinances, State laws, rules and administrative codes relative to environmental health programs; ability to recognize health law violations and require changes; ability to perform all types of environmental inspections and use appropriate field equipment; ability to secure pertinent information through inspections and to analyze, interpret and make corrections based on this information; ability to perform and interpret required physical and chemical tests; ability to effectively use computers in the office or in the field while conducting inspections; ability to use safety and personal protective equipment as needed; ability to respond to public health emergencies; ability to communicate effectively orally and in writing; ability to prepare clear and concise, effective reports; ability to physically access and inspect diverse locations requiring stamina and agility; ability to establish and maintain effective working relationships with local health officials and the general public

**PHYSICAL DEMANDS:**

Must be able to tolerate extended periods of sitting at a desk or work station operating a computer or performing other work in the office. Must be able to drive to locations throughout the county. Must be able to walk or otherwise move around construction sites and licensed establishments to perform necessary inspections or onsite verifications which may include navigating stairs. Moderate physical effort required when performing field work with constant exposure to outdoor weather conditions; may have to walk and climb in rough terrain; constantly required to walk, talk, listen and hear. There are routine discomforts from exposure to moderate heat to extreme, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

**WORK ENVIRONMENT:**

The work environment is made up of office, licensed establishment, and outdoor locations. Office work is generally done seated at a computer workstation or desk operating computer software or reviewing plans in paper form. Some work is performed standing at a multifunction machine scanning, photocopying, or faxing documents. A wide variety of conditions can be encountered in other work locations.