



**NEWTOWN DISTRICT DEPARTMENT OF HEALTH
JOB DESCRIPTION
PUBLIC HEALTH INSPECTOR**

GENERAL STATEMENT OF DUTIES: Employee is responsible for the performance of technical and inspectional work to promote and protect the public health through the review, inspection and enforcement of State and public health laws and regulations. Employee is required to perform all similar or related duties.

SUPERVISION RECEIVED:

Works under the direct supervision of the Director of Health. May work under the general supervision of employee(s) of higher grade.

EXAMPLE OF DUTIES: (the following is illustrative of the duties and responsibilities associated with the position and are not intended to be all inclusive.)

- Prepare documentation related to environmental programs and or non-compliance.
- Conducts field inspections to investigate complaints and/or compliance issues to determine if there are violations of regulatory standards.
- Inspects salons, daycares, pools or other similar establishments and enforces ordinances, rules and regulations governing sanitary conditions and state laws in environmental health.
- Performs water sampling of surface water, rivers, lakes etc. for environmental surveys as required.
- Investigated environmental complaints, such as garbage and rubbish disposal, rodent and insect infestation, air and water quality, mosquito control, housing concerns and unsanitary environmental conditions.
- Prepares inspection and investigation reports, confers with Director of Health or other staff regarding deficiencies and the measures to correct them.
- Performs plan reviews, observes and/or performs soil testing and conducts inspections of sewage disposal systems under the supervision of the Director of Health or Senior Sanitarian.
- Prepares reports as requested.
- Performs other duties as assigned.
- Participates in public health programming as required.
- Maintains knowledge in relevant areas of public and environmental health.

EDUCATION, EXPERIENCE AND TRAINING:

Must possess a Bachelor's degree. Experience in environmental health field work and college coursework in public health or closely related field preferred.

KNOWLEDGE, SKILLS AND ABILITY:

Thorough knowledge of state regulations, statutes and all other laws pertaining to public health regulated activities and facilities. Knowledge of local, state and federal laws, regulations and procedures.

Ability to meet and deal with the public effectively and appropriately. Ability to effectively handle problems in the field, ability to communicate clearly both orally and in writing. Ability to maintain, manage and organize records, ability to establish working relationships with state regulatory agencies. Ability to manage multiple tasks in a detailed and organized manner. Ability to enforce laws and regulations in an impartial manner.

Skills: proficient oral and written communications skills.

SPECIAL REQUIREMENTS:

Incumbents in this class may be required to travel in the course of their daily work and must possess a valid State of Connecticut driver's license.

Incumbents in the class must be able to climb and crawl to remote sites to perform inspections. Incumbents must be able to lift up to 50 pounds.

WORKING CONDITIONS:

Incumbents in this class are required to work outdoors extensively and may be exposed to inclement or severe weather conditions including heat, cold, rain or snow.