

Job Description

**SANITARIAN II**

**358642**

Description



[BID/JOB ANNOUNCEMENT](#)

**NOTE: At the time of application, you must attach a copy of your transcripts and resume for your application to be considered complete.**

**Sanitarian II**

[Department of Public Health](#)

**Number of Positions: 8**

**This position is open to the public and all current city employees covered under the City's Collective Bargaining Agreement with AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) – BARGAINING UNIT 1, 3, 4 & 5. Only employees in City job titles in this bargaining unit are eligible to bid.**

**BID INSTRUCTIONS: Apply on the bid site:**

**<https://chicago.taleo.net/careersection/103/jobsearch.ftl?lang=en> AND**

- 1. Check the box on your profile titled "Currently employed by the City of Chicago"**
- 2. Enter your employee ID (located on your pay stub labeled 'payee/employee number')**
- 3. Select your correct bargaining unit**

**FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN A REJECTED BID APPLICATION**

*Mission: CDPH works with communities and partners to create an equitable, safe, resilient and Healthy Chicago.*

**ESSENTIAL DUTIES**

- Inspects the physical condition of food establishments (e.g., restaurants, grocery stores, bakeries, wholesalers, special or summer food events or programs, and kitchens in hospitals, nursing homes, schools, etc.) to enforce food safety and sanitation codes and licensing requirements
- Inspects the physical condition of swimming pools and spas (e.g., indoor, outdoor) to enforce environmental health codes and licensing requirements

- Inspects equipment for proper bacterial sanitization, hygiene practices, and temperature control
- Issues citations for violations of food safety and sanitation codes
- May collect samples for laboratory analysis
- Conducts exterior inspections of establishments in response to complaints involving possible sanitary violations (e.g., overflowing garbage dumpsters, rodent activity, etc.)
- Advises owners or managers on safety standards, existing violations, regulations regarding various environmental, health, and safety issues and methods for compliance
- Re-inspects establishments cited for violations to ensure corrective actions have been taken. Testifies in Administrative Hearings regarding violations
- Conducts special inspections in conjunction with other city departments and agencies and in response to potential cases of food-borne illnesses, as required
- Prepares and maintains inspection reports, records and supporting documentation (e.g., photos)
- Responds to inquiries on health code violations, complaints and compliance methods.
- Assists in training lower-level Sanitarians to conduct inspections

*Additional duties may be required for this position.*

**Location:** Food Protection Program

**Address:** 2133 West Lexington, 2<sup>nd</sup> Floor (Main office)

**Shift:** Monday through Friday

**Hours:** 8:30 a.m. - 4:30 p.m.

(Hours May Vary) Evenings and Weekends are required as needed. These are field based positions that require Sanitarian IIs to work in **all** communities in the City of Chicago.

## **WORKING CONDITIONS**

- Exposure to outdoor weather conditions
- Exposure to fumes or dust
- Exposure to oily or wet environment

## **PHYSICAL REQUIREMENTS**

- Some lifting (up to 35 pounds) is required
- Ability to stand and walk for extended periods of time
- Ability to climb staircases, ladders, and/or step stools

**THIS POSITION IS IN THE CAREER SERVICE**

## **Qualifications**

## **MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with an Associate's degree including nine credit hours in the biological or related sciences, plus one year of food sanitation experience; or an equivalent combination of education, training and experience.

## **Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required.
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability.
- Food Service Sanitation Certification.
- Some positions may require specialty certification or training (e.g., Illinois Swimming Pool Operator certificate and/or Illinois Structural Pest Control Technician license)

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## **SELECTION REQUIREMENTS**

This position requires applicants to complete an interview which will include a written exercise and/or a skills assessment test as part of the interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the oral and written parts of the interview will be selected.

**Preference will be given to candidates possessing the following:**

- Previous experience conducting inspections of establishments that process, dispense and purvey food and dairy products for compliance with state and local laws regulating public health and licensing requirements
- Previous experience in food sanitation
- Previous experience preparing and maintaining documents and inspection reports on investigations
- Previous experience with techniques for inspecting food and dairy establishments
- Previous work experience using Microsoft Office Suite

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.**

**The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.**

Lori Lightfoot, Mayor  
Commissioner

Christopher Owen,

**Applications for this position will be accepted until 11:59 pm CST on 12/9/22**

**Posting Date** Nov 11, 2022 | **Closing Date (Period for Applying) - External:** Dec 9, 2022  
**BU:** 03 | **Salary:** \$64,992 **Pay Basis:** Yearly