



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 731.5

Job Title: **CHIEF SANITARIAN**

Pay Grade: 28

GENERAL SUMMARY:

Manages the daily activities of a wide range of specialized and highly technical programs of one or more environmental health sections.

RESPONSIBILITIES:

- Manages, trains, develops, counsels and evaluates staff performance.
- Manages the inspection activities of public and private establishments and locations for Health Inspection Services sections, including hiring, termination, evaluating section's performance, purchasing, public relations, and developing and managing budgets.
- Performs administrative functions such as; creating reports, compiling and interpreting statistical data from various inspections and reports, and developing: divisional goals, objectives policies, practices and procedures for operational improvements and changes with both short and long term objectives.
- Develops, reviews, revises, and implements policies, procedures and legislation bill analysis.
- Reviews, drafts, amends and presents local ordinances to stakeholders, Council, and Mayor.
- Negotiates solutions for problems of medium to high complexity and responds to inquiries that extend beyond the normal scope of subordinates.
- Furnishes public health information and acts as liaison to interdepartmental chiefs, the public, food industry, legal entities business owners, government agencies, civic or education groups. May serve on task forces and special committees.
- Plan, design, coordinate and teach: technical inspection, enforcement and educational programs, and upgrades the bureau's programs for Health Inspection Services sections. May administer the Food Certification.
- May appear in court to provide expert testimony on behalf of the City.
- May review architectural blue prints of new food establishments for compliance with City health ordinances and conduct pre-opening inspections.
- Reviews organizational goals and ensures that professional development of staff aligns with the vision of the department, division and bureau for public health protection.

SPECIFICATIONS:

KNOWLEDGE:

A Bachelor's degree which includes 30 semester hours in basic or applied science courses, is required.

EXPERIENCE:

Five years of experience in a closely related environmental health field, including at least two years of supervisory experience.

License: A State of Texas Registered Sanitarian Certificate is required.

Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

Substitution: No substitutions for education, experience or certifications.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate to significant analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work could lead to moderate expense and inconvenience. Incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily into setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions such as hirings, terminations and salary changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., basic project interaction and higher level problem resolution.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues: e.g., project coordination and higher level problem resolution.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description. Performs related work as required.

JOB FAMILY:

- Sanitarian I
- Sanitarian II
- Sanitarian III
- Sanitarian IV

Chief Sanitarian

Effective: August 1991
Revised: November 2018