

Health Officer
Department of Planning and Development/Bureau of Health

Class Title: Health Officer
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Class Definition: Working under the general supervision of the Director of Planning and Development, the Chief Health Administrator, and the Board of Health the incumbent assists in the enforcement of the laws, rules and regulations of the State Department of Health and the City of Easton. This individual conducts field inspections and makes reports relative to the enforcement of the City's Health Ordinances. Coordinates with other Federal, State, County and local agencies and personnel and a variety of administrative and technical work related to health and sanitary inspections and preservation and improvement of the public health.

Distinguishing Features of Work: A person in this position is responsible for performing, at the direction of the Chief Health Administrator, inspections of eating and drinking establishments, inspections of food, food vendors and catering establishments, and inspection of private facilities when required. In addition, health officers are responsible to assist the Chief Health Administrator in systematic and joint inspections with other code enforcement bureaus and to respond to health complaints. The Health Officer is required to attend all stated and special meetings of the City's Board of Health and to execute all orders of the Board of Health pertaining to his/her office. The Health Officer has the power and authority of a police officer of the City.

Examples of Work: (Note: The following examples of work are only illustrative of the kind of work to be performed by the Health Officer and are not intended to be all inclusive or exclusive. The omission of specific statements of duties does not exclude such duties from the position that the work is similar, related or a logical assignment to the position). This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

At the direction of the Chief Health Administrator and the Board of Health, undertakes all regulatory inspections of public facilities, as regulated by law; researches problems and complaints regarding public health facilities, public health complaints and nuisances and enforcement of public health laws and undertakes all necessary inspections required to ensure compliance with applied health laws; responds to complex and sensitive public health issues, maintaining research and documents of inspections and enforcement activities, issues citations and other necessary enforcement orders and appears and testifies in Court proceedings.

Tools and Equipment Used: Motor vehicle, mobile or portable radio, personal computer including word processing, tailored health enforcement software, phone, and testing equipment.

Physical Demands: The physical demands described here are representative of those that must be met by the health officer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various private and public facilities. Hand eye coordination is necessary to operate testing instruments, computers and various pieces of office equipment. While performing the duties of this job, the employee is frequently required to stand, walk, talk or hear, use hands to finger, handle, feel or operate objects, tools or controls and reach with hands. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, and taste or smell.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristic 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.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level in the work environment is usually moderate.

Necessary Knowledge, Skills and Abilities: Efficient knowledge of applicable laws, standards and regulations relating to public health and safety; considerable knowledge of public health inspection methods. Considerable skill in reading and interpreting construction drawings, plans and specifications, and public health testing analyses; skill in operating the listed tools and equipment. Ability to prepare, organize and maintain inspection field and office data, reports and systems; ability to perform required mathematical computation; ability to effectively communicate complex technical information, orally and in writing, to contractors, developers, property owners, health personnel, consultants and other governmental agency representatives, city officials and the general public. Ability to testify in enforcement proceedings. Ability to act effectively in emergency and stressful situations; ability to follow verbal, oral and written instructions; ability to give oral and written instructions. Ability to communicate effectively, orally and in writing. Ability to establish effective working relationships with employees, other agencies and the general public. Extensive knowledge of local, national and state health codes. Extensive knowledge of inspection techniques.

Qualifications Required for Appointment: Must possess at the time of application, valid certification as a local health officer by the Commonwealth of Pennsylvania Department of Health. Shall be informed on good public health practices and the basic principals of health code enforcement and the prevention of infectious diseases, and other public health control programs; identification and abatement of public nuisances. Must possess a current, valid state driver's license; no felony convictions or disqualifying criminal histories within the past 7 years; must be a U.S. Citizen. Must be able to read and write the English language. Must be physically capable

of moving about on construction work sites and private and public facilities subject to inspection and enforcement measures.

Selection Guidelines: This is a civil service position. A formal application, review of education experience, written examination and interview will be conducted by members of the civil service commission or its designee.

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