



CITY OF MIDDLETOWN
VACANCY ANNOUNCEMENT

POSITION TITLE: PUBLIC HEALTH SANITARIAN ENFORCEMENT OFFICER

SALARY RANGE: \$22.80 - \$33.74 hourly

HOURS OF WORK: 8:30 A.M. 4:30 P.M.

The City of Middletown is accepting applications for the position of Public Health Sanitarian Enforcement Officer. This position is located in the Middletown Health Department. Completed City of Middletown *Application for Employment* forms must be received in the Human Resources Division **no later than 4:30 p.m. on April 19, 2016**. Complete job description and application forms may be obtained in the Human Resources Division, Room 206, Middletown Municipal Building, 245 deKoven Drive, Middletown, Connecticut 06457; or, applications can be printed from our website at www.cityofmiddletown.com. Click on *Employment*. (Faxed or e-mailed applications are not accepted.)

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS: Bachelor's degree in Public Health or a related field with one year of inspection/enforcement experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities. This position requires Phase 1 and 2 Septic System Inspector Certification, Food Service Inspector and Lead Inspector Certifications. Must have a valid CT Driver's License. **(Copies of all required certifications and licenses must be attached to application).**

Successful applicants must be able to demonstrate that they meet the above listed training and experience requirements, as stated on the application form, or application may be rejected.

POSITION PURPOSE: Under the direction of the Director of Health and the Chief Public Health Sanitation/Office Manager, performs inspection, review and enforcement duties in administering the Connecticut Public Health Code and other related health, environmental statutes, regulations and ordinances. The position may also be required to enforce and administer housing codes, law and statutes.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Interprets, enforces & administers the CT Public Health Code and related Health & Environmental statutes, regulations and ordinances; Performs a variety of inspections including food service, health facility, septic system installation, school, bathing area, public pool, day care facility and underground fuel oil tank removal inspections; Investigates nuisance complaints; Responds to emergency situations, Is subject to call for emergency response after hours; May assist in special housing placements; Reviews plans for septic systems, site plans for restaurants and house; Reviews demolition procedures and permits; Organizes, monitors and reviews lead abatement and asbestos removal plans, May receive complaints of housing code violations; May act as Fire Marshal in one and two family houses where other Fire Marshal has no jurisdiction; Prepares a variety of reports & correspondence; and, Performs other related functions as assigned or required.

CLOSING DATE: Completed *Application for Employment* forms must be received in the Human Resources Division **no later than 4:30 p.m. on April 19, 2016**. Incomplete applications or resumes submitted without the completed application form will not be considered.

The City of Middletown provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities Act (ADA). If you need accommodation in the application or testing process, please contact the Human Resources Division prior to the application closing date or the testing date, whichever is applicable.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Issued: 3/29/16