

Job Description**SANITARIAN II****308395****Description****SANITARIAN II****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.

THIS POSITION IS COVERED UNDER THE CITY'S COLLECTIVE BARGAINING AGREEMENT WITH THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES – AFSCME

ONLY EMPLOYEES IN CITY JOB TITLES IN THIS BARGAINING UNIT ARE ELIGIBLE TO BID ON THIS POSITION

IF YOU ARE CURRENT CITY EMPLOYEE AND WANT TO EXERCISE YOUR CONTRACTUAL RIGHTS TO BID, YOU MUST APPLY ON THE BID ONLY SITE AT:

www.cityofchicago.org/CAREERS

(Once the website opens, scroll down and click on the button titled "Bid Opportunities.")

IN ADDITION, YOU MUST CHECK THE BOX ON THE CAREERS APPLICATION TITLED "ALREADY EMPLOYED BY THIS COMPANY", CORRECTLY ENTER YOUR EMPLOYEE ID, AND SELECT THE CORRECT BARGAINING UNIT.

**YOU MUST USE THE EMPLOYEE NUMBER FOUND ON THE UPPER LEFT-HANDCORNER OF YOUR PAY CHECK STUB LABELED "PAYEE/EMPLOYEE NUMBER."
(NO OTHER FORMAT OR SYSTEM CAN BE USED TO OBTAIN YOUR EMPLOYEE NUMBER).**

FAILURE TO CHECK THE "ALREADY EMPLOYED BY THIS COMPANY" BOX, ENTER YOUR EMPLOYEE ID, AND SELECT THE CORRECT BARGAINING UNIT WILL RESULT IN A REJECTED BID APPLICATION.

Department of Public Health

Number of Positions: 9

- 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

Performs related duties as required.

Location: Food Protection Program
Address: 2133 West Lexington, 2nd Floor
Shift: Monday through Friday
Hours: 8:30 a.m. - 4:30 p.m.

(Hours May Vary) Evenings and Weekends are required as needed

THIS POSITION IS IN THE CAREER SERVICE.

Qualifications

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.

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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Disclaimer - "Accredited" means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.

NOTE: To be considered for this position you must provide information about your educational background and your work experience. **You must include job titles, dates of employment, and specific job duties.** (If you are a current City employee, Acting Up cannot be considered.) If you fail to provide this information at the time you submit your application, it will be incomplete and you will not be considered for this position. There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

Education & Employment Verification - Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diploma must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired

VETERANS PREFERENCE NOTE: The City of Chicago offers Veterans Preference to both current, active military personnel **AND** military personnel who have served in the Armed Forces of the United States and have received an honorable or general discharge. Eligible candidates must have at least six months of active duty documented. In order to receive the veterans preference, candidates need to indicate whether or not they are a veteran by answering "yes" or "no" to the question on the online application that asks, "Are you currently serving on active duty for at least six months in the Armed Forces of the United States **OR** have you served in the Armed Forces of the United States on

active duty for at least six months and received an honorable or general discharge?" In addition, you must attach documentation to verify your military service. For veterans, you must attach a copy of your DD214 to your online application which includes character of service status **OR** a letter from the United States Veterans Administration on official stationary stating dates of service and character of service. For active military personnel, you must attach a letter from your Commanding Officer on official stationary verifying your active duty, length of service, and character of service in the Armed Forces of the United States **AND** a copy of your military ID to your online application. **Failure to answer the question and attach the required documentation will result in you not being considered for the Veterans Preference.**

Selection Criteria

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
- Proficiency with MS Office

Evaluation

Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applications will be accepted.

Residency Requirement

All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation.

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

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

Please note, all positions with the City of Chicago close promptly at 11:59pm C.D.T. Applications for this position will be accepted until 11:59p.m. Central Daylight Time (CDT) on 11/09/18. No exceptions will be made.

City of Chicago
Rahm Emanuel, Mayor

Department of Human Resources
Soo Choi, Commissioner

Posting Date Oct 26, 2018 | **Closing Date (Period for Applying) - External:** Nov 10, 2018
BU: 03 | **Salary:** \$50,676 **Pay Basis:** Yearly