

Job Title: Health Inspector (Community Development)



VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

VILLAGE OF SCHAUMBURG
Human Resources Department
101 Schaumburg Court, Schaumburg, IL 60193
<http://www.schaumburg.com/>

The Village of Schaumburg is a thriving community of 78,732 residents located 12 miles west of O'Hare International Airport and approximately 26 miles northwest of Chicago. Not only is Schaumburg the twelfth-largest community in the State of Illinois, but it is also home to the second-largest concentration of retail, office, and commercial activity. Notable village distinctions include being named one of the "Top Ten Best Places to Live" by Money Magazine; being ranked No. 5 overall in WalletHub's "Best Illinois Cities for Jobs"; and receiving the Distinguished Budget Presentation Award from the Government Finance Officers Association for meeting the highest principles of governmental budgeting for the seventh consecutive year.

The village employs approximately 600 employees in 12 departments, including police, fire, engineering and public works, communications, community development, cultural services, economic development, finance, general government, human resources, information technology, and transportation. Our employees work to serve the residents and strive to make Schaumburg the best community it can be.

NOW ACCEPTING APPLICATIONS FOR THE POSITION OF:

Health Inspector (Community Development) with an online application deadline of 05/29/2022.

Interested candidates are encouraged to apply as soon as possible. Interviews will be conducted as applications are received. This position will remain open until filled.

STARTING PAY RATE: \$32.75 - \$36.74 per hour based on a 40-hour workweek. Salary dependent on qualifications. The salary range for this position is \$32.75 - \$48.69. This position is represented by a union; you may refer to the AFSCME collective bargaining agreement available on our website.

LANGUAGE SKILLS: Bilingual skills are a plus.

Please attach as part of your application all necessary documents verifying that you meet the minimum qualifications for the position.

JOB SUMMARY:

This position performs inspection work in the enforcement of State and Village codes pertaining to public health and sanitation. To succeed in this role the ideal candidate will need to effectively and clearly communicate to a full range of people inside and outside the organization both verbally and non-verbally. We are looking to add a team member who has the capability of prioritizing multiple projects and organizing time and resources efficiently and have the ability to shift gears comfortably.

JOB DUTIES:

1. May review and approve plans for all, but not limited to food establishments, food trucks, temporary events and festival operations, public and private swimming pools, spas, hot tubs, hair/body salons, animal care facilities, health clubs, hotels/motels, day care facilities, shopping centers, and apartment complexes for compliance with applicable sanitary codes.
2. Makes on-site inspections of such establishments to ascertain the degree of compliance with sanitary codes.
3. Prepares formal complaints for legal action and testifies in court or administrative adjudication as required.
4. Prepares reports of visits, deficiencies noted, efforts at gaining compliance, and recommended follow-up actions.
5. Investigates complaints of violations, prepares reports and recommends action and follows up on complaint.
6. May inspect residential properties which have identified public health violations.
7. Responds to all emergency situations pertaining to public health.
8. Assists in the planning, development, maintenance and evaluation of community and general environmental health programs in accordance with local and state laws and regulations and good environmental health principles.
9. Conducts epidemiological surveys and seeks unhealthful conditions and methods of control and correction.
10. Performs other duties as assigned.

In case of disaster, performs responsible duties in the planning and execution of emergency operations. Educates the public as to the proper, safe, sanitary operations of public/commercial facilities. Educates the community with regard to waste management, insect/rodent control, etc. Investigates complaints regarding potable water supplies, private sewage disposal, and air pollution. May be required to perform duties and responsibilities after hours.

QUALIFICATIONS:

1. Bachelor of Science Degree in Environmental Health or in closely related physical and/or biological sciences.
2. A minimum of five years of experience working in the environmental health field.
3. Licensed Environmental Health Practitioner (LEHP).

4. Possession of a valid driver's license.
 5. Proficiency with current computer software systems, including email, calendar programs, job specific software, and customer service systems preferred or within the first six months of employment.
- Considerable knowledge of laws and ordinances and experience in applying the principles, practices and laws of public health. Ability to enforce regulations with firmness, tact and impartiality. Ability to establish and maintain effective working relations with property owners and the public. Ability to maintain records and reports.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

1. Subject to exposure to temperature fluctuation.
2. Subject to exposure to fumes or disagreeable odors.
3. Subject to inclement weather conditions.
4. Subject to exposure to construction site hazards.
5. Subject to exposure to hazardous home sites; excessive garbage, putrid odors, sharps, body fluids, tissues and possibly communicable diseases.
6. Prolonged periods of concentration, proofreading, and extensive computer work.
7. Capable of stooping, crawling, bending the body downward and forward by bending spine at the waist, bending the body forward and downward by bending leg and spine, turning the body at the waist or turning the head at the neck in a unrestricted motion, moving about on hands and knees or hands and feet, extending arm(s) and hand(s) in any direction; seizing, holding, grasping, turning, with hands; picking, pinching, or otherwise working with fingers; maintaining body equilibrium to prevent falling when walking, running, standing, or crouching.
8. Ability to judge distances so as to see objects where and as they actually are; ability to distinguish objects by the eye; ability to perceive the nature of sounds; ability to feel objects such as size, shape, or texture by the use of fingers and finger tips; ability to distinguish varying degrees of temperatures.
9. Capable to maneuver around and/or through obstacles, construction materials, manufactured materials and/or equipment.
10. Capable of operating instruments, tools, and equipment that are job-related and/or as directed.
11. Capable of conducting thorough plan/drawing review, proofreading, and working with figures.
12. Ability to cope with numerous interruptions.
13. Ability to drive a personal vehicle to and from inspection sites.
14. Necessity to effectively communicate both verbally and in writing.

BENEFITS:

The Village of Schaumburg has a competitive benefit package which includes: flexible benefit Section 125 plan including health, dental, vision, and life insurance as well as medical and dependent care flexible spending accounts, a retirement plan through the Illinois Municipal Retirement Fund, paid holidays, paid vacation, sick leave, tuition reimbursement, and more.

SELECTION PROCESS:

Candidate screening process may consist of an application review, skills testing, employability assessment, interviews, reference checks, and other job-related testing or verifications. Chosen candidates will be subject to a background and criminal history investigation, and qualifying pre-employment medical examination and drug screen.

THE VILLAGE OF SCHAUMBURG IS AN EQUAL OPPORTUNITY EMPLOYER