



**Code: 2377**  
Family: Legal and Regulatory  
Service: Health and Welfare  
Group: Inspectional  
Series: Sanitary Inspection

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## **CLASS TITLE: CHIEF SANITARIAN**

### **CHARACTERISTICS OF THE CLASS**

Under direction, functions as a second level supervisor within the Food Protection Program, directing the day to day operations of a large staff of Sanitarians responsible for the inspection of licensed food establishments to enforce municipal food safety and sanitation codes and licensing requirements, and the inspection of public swimming pools and spas to enforce environmental health codes, and performs related duties as required

### **ESSENTIAL DUTIES**

- Directs supervising staff responsible for enforcing food sanitation and licensing requirements through scheduled inspections and complaint investigations of licensed food establishments (e.g., restaurants, grocery stores, bakeries, wholesalers, special or summer food events or programs, and kitchens in hospitals, nursing homes, and schools)
- Directs supervising staff responsible for enforcing environmental health codes through inspection of public swimming pools (e.g., indoor, outdoor) and spas
- Prepares and authorizes work schedules and prioritizes work assignments, ensuring staff allocation meets the operational needs of the Food Protection Program
- Monitors day to day work activities and assignments, coordinating with supervisory staff to respond to emergencies, inspection or complaint priorities and other work situations requiring a rapid and effective response by staff
- Responds to and directs investigations of food-borne illnesses and sources of contamination in establishments involved in catastrophic occurrences
- Establishes and enforces quality standards for the conduct of inspections and the issuance of violations for food and sanitation code violations
- Monitors and reviews work performance and productivity of supervisory staff, administers disciplinary actions as required, and conducts performance evaluations of supervisory staff
- Works with management in developing performance measures for the Program, monitors adherence to established goals and objectives, and prepares management reports
- Monitors the progress of violation cases under administrative hearing proceedings and ensures enforcement of resulting rulings
- Oversees the development and implementation of employee training and staff development programs, and conducts training seminars on sanitary procedures and issues

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Biology, the Natural Sciences, Environmental Health, or a directly related field, plus five years of food sanitation experience, of which three years are in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

**Licensure, Certification, or Other Qualifications**

- Must be licensed as an Environmental Health Practitioner by the State of Illinois within six months of hire
- 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

**WORKING CONDITIONS**

- General office environment
- Field work leading or providing assistance to inspections of food establishments, including those operating out of doors, and swimming pools and spas

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Health equipment related to food and environmental health inspections (e.g., thermometers, probes, sanitized wipes, swabs, litmus test strips)
- Personal protective equipment (e.g., lab coat, flashlight, shoes, glasses, gloves)

**PHYSICAL REQUIREMENTS**

- Some lifting (up to 25 pounds) is required
- Ability to stand and walk for extended periods of time
- Ability to climb staircases, ladders, and/or step stools

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

**Knowledge**

Advanced knowledge of:

- \*principles and practices of environmental sanitation related to food sanitation and other environmental health issues
- \*applicable federal and state laws, and municipal codes relating to environmental health, food safety and sanitation
- \*inspection and investigation procedures related to the inspection of food establishments for compliance with food safety and sanitation requirements and outbreaks of food borne illnesses
- \*inspection and investigation procedures related to the inspection of public swimming pools and spas for compliance with environmental health requirements

Considerable knowledge of:

- \*supervisory methods, practices and procedures

Moderate knowledge of:

- management of environmental health programs related to food protection
- bacteriology and chemistry tests used in conducting food and sanitation inspections

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Sanitarian class

### **Skills**

- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*LEARNING STRATEGIES - Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*SCIENCE - Use scientific rules and methods to solve problems
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- \*INSTRUCTING - Teach others how to do something
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Supervising Sanitarian class

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Supervising Sanitarian class

### **Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace

- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks
- **ANALYTICAL THINKING** - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Supervising Sanitarian class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
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