

Town of Manchester, Connecticut
List of Duties
Part-time Environmental Health Inspector – Part-time Employee
19.5 hours/week
Primarily afternoons and early evenings Monday-Friday with the occasional
weekend(Flexible);
\$25.00/hour; Part-time; No Benefits

Duties

Under general supervision of Chief Sanitarian, is responsible for performing health inspections for the Town. Performs diversified tasks that identify or prevent violations of the State of Connecticut Public Health Code.

- Performs routine and follow-up inspections of food service establishments, massage therapy establishments, and cosmetology establishments to ensure they are operating in compliance with the State of Connecticut Public Health Code, other state regulations and statutes as well as other town ordinances and policies.
- Performs inspections of Temporary Food Booths and Itinerant Vendors especially at temporary events.
- Investigates environmental complaints and potential code violations.
- Sends notifications to responsible parties when violations are found. Verifies correction of violations. Refers violations that are not corrected to the proper authority.
- Meets weekly with the Chief Sanitarian for consultation, work assignment and return of completed inspections.
- Writes reports on actions taken and maintains records while work is in progress.
- Answers questions about public health code, other state regulations and statutes, including how to analyze and correct the problems.
- Communicates with state health department and other state agencies.
- Performs other duties as assigned.

Knowledge, Skill, and Training:

- Knowledge of and ability to interpret the State of Connecticut Public Health Code, and other regulations and statutes.
- Ability to conduct effective inspections and to enforce orders firmly and courteously based on the findings of such inspections.
- Familiarity with modern equipment relating to public health code enforcement, including computerized office procedures.
- Ability to work independently on a variety of assignments.
- Ability to handle difficult and varied situations with the public.
- Ability to learn department policies, practices, and operations.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, customers, and the general public.

Minimum Training and Experience:

- Bachelor's degree from a recognized college or university with a major in public health, biological, environmental, sanitary science or related field, plus current State of Connecticut Certification in Food Service Inspection preferred. Certification must be in good standing.
- Valid Connecticut Driver's license, as this person will be driving a Town Vehicle to do the inspections.

This sheet is prepared to provide information and guidance. The Town reserves the right to change, add to, or delete any duties. This summary sheet does not constitute a contract of employment. Employment with the Town is on an at will basis. The Town may terminate the employment relationship at any time and for any reason.