

State College Borough Supervisor, Inspections Job Description



REPORTS TO: Director, Planning
ROLE & LEVEL: L2

DEPARTMENT: Health/Neighborhood Services
FLSA STATUS: Exempt

WORK OBJECTIVE:

The Supervisor of Inspections directs programs regarding the quality of public health and enforcement of Borough ordinances and the Pennsylvania Food Code. This position serves as the Borough Health Officer. Position requires a complete understanding and wide application of principles, theories, and concepts in assigned function or business area.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Reviews ordinance violations and appeals; prepares legal citations and ensures consistent compliance with Borough enforcement policies and procedures
- Prepares and oversees the inspection schedule; oversees and reviews inspection reports
- Prepares Board of Health agendas and advises the Board at their meetings
- Administers public health activities concerning food, water, schools, communicable diseases, housing safety, insect control and others, to ensure the quality of public health
- Prepares plans to control identified potential health problems and coordinates plans with the Centre Region Emergency Management Coordinator
- Instructs food service sanitation courses; prepares course materials and coordinates the arrangement and advertisement for the classes
- Assists with the preparation of the annual performance management report for the health and ordinance enforcement office, Centre Regional Code Administration and Zoning
- Conducts limited rental housing inspections in collaboration with the Centre Region Code Administration staff; reviews reports to ensure compliance with Borough inspection requirements
- Responsible for the enforcement of ordinances including grass and weed control, snow and ice removal, animal enforcement, and other ordinances; refers other complaints to the appropriate agency
- Conducts housing inspections; reviews reports to ensure compliance with Borough inspection requirements
- Responsible for the enforcement and educational aspects of the Pennsylvania Food Code promulgated by the Pennsylvania Department of Agriculture

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- Reviews the State College Borough Website for accuracy; updates Public Health notices; ensures the accuracy of the food establishment inspection dates and ServSafe compliance
- Prepares for and conducts environmental health and ordinance enforcement programs and presentations
- Organizes and participates in ongoing community outreach initiatives throughout the year
- Reviews outgoing correspondence regarding Nuisance Property notifications
- Conducts restaurant inspections and facility plan reviews as needed
- Assists the Community Engagement office with community events
- Prepares ordinances for consideration by Borough Council
- Assists in the preparation of the annual budget
- Prepares the annual report of division activities
- Attends various meetings as required

Supervision:

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of public and environmental health principles, health related laws, investigation techniques and enforcement procedures
- Advanced knowledge of applicable local, state and federal rules and laws
- Skill in the use of Microsoft Office products (Word, Outlook, Excel, and PowerPoint)
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of organization-wide and departmental goals
- Ability to foster collaboration in a complex organizational environment
- Ability to communicate effectively orally and in writing
- Ability to delegate and supervise effectively
- Ability to lead and motivate others to achieve goals

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MINIMUM QUALIFICATIONS:

Bachelor's degree in public health, public administration, or related field; supplemented by two or more years' directly-related experience; or an equivalent combination of education, certification, training, and/or experience. Must obtain certification from the Pennsylvania Department of Health as a certified health officer within 6 months of employment.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- None

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

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The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date