

**Job Title:** Full-time Registered Environmental Health Specialist

**Department:** Health

**Reports To:** Health Officer

**Date:** September 2013



**Job Summary:**

Under direction performs sanitary inspection work involved in enforcement of relevant public health laws within the concerned jurisdiction(s); does other related duties.

**Key Responsibilities:**

- Inspection of retail food establishments, mobile food vendors, temporary food events and vending machines as needed, in accordance with N.J.A.C. 8:24-1 et seq.
- Collection of food samples and follow-up samples from retail food establishments that serve or sell potentially hazardous salad items, in accordance with sampling and licensed laboratory protocol.
- Assistance in all phases of potential foodborne illness investigation, including site inspection, food embargoes, condemnation and/or voluntary destruction, and collection of data and samples.
- Assistance in notification of food recalls or special health advisories, when necessary.
- Assistance in preparing, conducting, and following up food handler training for local retail food establishments.
- Pre-operational and operational inspection of public recreational bathing places, in accordance with N.J.A.C. 8:26-1 et seq. (NJ State Sanitary Code Chapter 9).
- Inspection of health clubs, in accordance with Township of West Caldwell Revised General Ordinance BH:11-1 et seq and Township of Fairfield Ordinance 4-12.1 et seq.
- Inspection of tanning facilities, in accordance with Township of West Caldwell Revised General Ordinance BH:12-1 et seq and Township of Fairfield Ordinance 4-10.1 et seq.
- Inspection of barber shops, beauty parlors and nail salons, in accordance with Township of West Caldwell Revised General Ordinance BH:13-1 et seq.
- Plan review and preoperational inspection of new or newly owned restaurants, tanning facilities, health clubs, barber shops, beauty parlors and nail salons.
- Investigation of residential, commercial and industrial public health complaints, including, but not limited to rodents, insects and other vermin; water and soil contamination; housing and multiple dwellings; and any other condition that the Health Officer may deem a public health nuisance or imminent threat to the health and well-being of residents.
- Investigation of nuisances caused by malfunctioning individual sewage disposal systems or sewer lines as needed, in accordance with N.J.A.C. 7:9A et seq.
- Assistance with animal control activities as needed, including pet shop inspection, complaint referral, bite/quarantine notices and rabies clinics.

- Inspection of childcare centers in accordance with the NJ Division of Youth and Family Services Manual of Requirements for Child Care Centers, N.J.A.C. 8:24-1 et seq. and N.J.A.C. 10:122.
- Collect samples and provide for laboratory analysis of water when there is reason to believe that the supply may be contaminated or subject to contamination, in accordance with the New Jersey Safe Drinking Water Act, N.J.A.C. 7:10 and the NJDEP Field Sampling Procedures Manual.
- Investigation or assistance in investigation of childhood lead poisoning cases, in accordance with N.J.A.C. 8:51 (NJ Sanitary Code Chapter 13).
- Enforcement of all applicable environmental and public health regulations, including, but not limited to written notices of violation; issuance of summonses; Board of Health and other hearings; preparation of discovery; and court action, when necessary.
- Any other environmental or public health activities the Board of Health or its chosen agent deems necessary.
- Written reports of all environmental and public health inspections and investigations.
- Disposition of all findings, where applicable.

**Minimum Qualifications:**

- Two (2) years' experience in sanitary inspection work
- Possess and maintain a valid driver's license
- Possess and maintain valid and up-to-date New Jersey Registered Environmental Health Specialist license.
- Capable of working under pressure and strict deadlines
- Ability to prioritize work to accommodate changing demands
- Ability to communicate orally and in writing
- Customer-focused
- Possess organizational and management skills
- Self-motivated and ability to learn quickly
- Proficient in Microsoft Office applications, especially Outlook, Access, Word, Excel and PowerPoint
- Knowledge of Spatial Data Logic is a plus

**Supervisory Responsibilities:**

- This position does not have direct reports