

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 2028
Grade: 16
FLSA: Exempt

Standard Job Description

Job Title
Sanitarian II

Department
Public Health

Job Summary

Conducts inspections and investigations in a variety of settings to meet the objectives in primary and secondary prevention of lead poisoning. Adheres to the policies and procedures in place by collecting samples, performing evaluations and documenting findings in a clear, concise, and legible manner. Submits reports for correction/abatement of lead hazards and performs clearances once abatement/mitigation work has been completed.

Typical Duties

- Performs environmental lead inspections, risk assessments and clearances, collects samples of paint, soil and water for analysis as required for assigned cases or target areas of known or suspected lead poisoning.
- Prepares letters to notify property owners of lead hazards; provides general guidance to property owners regarding actions necessary to abate/mitigate existing lead hazards.
- Interfaces with property owners, tenants, contractors and the general public in the course of conducting assessments and abatement/mitigation inspections.
- Notifies supervisor of situations that warrant higher-level intervention or enforcement action. Testifies as assigned in court/hearings on behalf of the Cook County Department of Public Health.
- Prepares and submits inspection/investigative reports and statistical records for review by supervisory and/or administrative personnel. Maintains files and records of complaints and program information/statistics as required.
- Assists as assigned in health education initiatives.
- Performs other duties as assigned.

Reporting Relationships

Reports to the Sanitary Engineer V

Minimum Qualifications

- ✓ • Bachelor's degree in Environmental Health Science from an accredited college or university
- ✓ • One (1) year of professional work experience as an environmental health inspector
- ⊙ • Ability to obtain an Illinois license as a Lead Risk Assessor and certificates of training for Lead Inspector and Lead Risk Assessor, or comparable qualifications pursuant to the Illinois Lead Poisoning Prevention Act within six (6) months
- ✓ • Knowledge of state statutes and local ordinances concerning public health standards and lead poisoning prevention
- ✓ • Prior experience preparing clear, accurate, and timely reports and letters
- ✓ • Ability to travel to work sites throughout Cook County

Preferred Qualifications

- One (1) year of work experience as a Lead Risk Assessor
- Licensed in the State of Illinois as a Lead Risk Assessor
- Thorough knowledge of state statutes and local ordinances concerning public health standards and lead poisoning prevention

Knowledge, Skills, Abilities and Other Characteristics

- Thorough knowledge of state statutes and local ordinances concerning public health standards and regulations
- Ability to handle self well and display professional demeanor when dealing with the general public
- Ability to prepare reports that are clear, accurate and timely
- Proficiency in Microsoft Office Word

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval: Thomas Varchmin 9/16/16
Thomas Varchmin Date
Sanitary Engineer V

Approval: _____ Date
Gladys Lopez
Chief of Human Resources