



TOWN OF MANCHESTER



POSITION AVAILABLE

ENVIRONMENTAL HEALTH TECHNICIAN

Vacancy in the Health Department

Full-time, 2-Year Appointment; Grant-Funded position

37.5 hours per week, Monday-Friday

\$29.70/hour - \$57,919.00/annually

Closing Date: Friday, January 12, 2024

(Applications must be received in the Human Resources Department by 4:30 p.m.)

SUMMARY OF POSITION: Under general supervision of Chief Sanitarian, the Environmental Health Technician 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.

ESSENTIAL DUTIES: Work towards State of Connecticut food inspector certification. Work independently on investigating environmental and COVID complaints for potential code violations and the prevention of emerging infectious diseases. Work with local establishments to educate, prepare, and respond to future emergencies like the COVID pandemic. Leads the department’s implementation of the FDA Food Code. Assists in the performance of routine follow-up inspections of food establishments, massage therapy establishments, and salon 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. 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. Drafts reports on actions taken and maintains records while work is in progress. Communicates with state health department and other state agencies. Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED: 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. Capability to work independently on a variety of assignments and ability to manage difficult and varied situations with the public. Aptitude to learn department policies, practices, and operations. Ability to establish and maintain effective working relationships with co-workers, supervisors, customers, and the public.

MINIMUM QUALIFICATIONS: Bachelor’s degree from a recognized college or university with a major in public health, biological, environmental, sanitary science or related field is preferred. Applicants with an associate’s degree or currently enrolled in a degree program, in the aforementioned fields of study will be considered paired with experience. Connecticut Food Inspector certification is a plus. Valid Connecticut Driver’s license, as this person may be driving a Town vehicle to do the inspections.

EXAMINATION MAY CONSIST OF:

	<u>Weight</u>	<u>Passing Score</u>
Oral Exam	100%	70%

APPLICATION INSTRUCTIONS:

Applications and job descriptions are available in the Human Resources Department, 41 Center, Street, P.O. Box 191, Manchester, CT 06045-0191 or visit our website at: <https://www.manchesterct.gov/Employment-Opportunities> Applications must be received in the Human Resources Department or post marked by 4:30 p.m. Friday, January 12, 2024. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department. The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans, and people with disabilities.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.