

A-6
NAUGATUCK VALLEY HEALTH DISTRICT

**HOUSING CODE ENFORCEMENT OFFICER/
SANITARIAN**

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES

The Housing Code Enforcement Officer/Sanitarian is responsible for investigating, inspecting, and facilitating enforcement of local and state housing matters, sanitation laws and regulations relating to public and environmental health within member towns of the Naugatuck Valley Health District for which it is responsible.

Work involves responsibility for achieving and maintaining environmentally safe conditions through the enforcement of the Public Health Code, Connecticut General Statutes, and appropriate local codes. The position also has the responsibility for making difficult health and safety decisions. The work requires that the employee understands the laws, rules and regulations governing the enforcement of housing codes and other environmental health codes for which (s)he is responsible.

ACCOUNTABILITY AND SUPERVISION

Works under the direction of the Assistant Director for Environmental Health Services of the Naugatuck Valley Health District with oversight from the Director of Health.

WORKING ENVIRONMENT/ESSENTIAL FUNCTIONS

The Housing Code Enforcement Officer/Sanitarian is required to perform occasional lifting of equipment and materials weighing up to 25 pounds. Duties require climbing up and down stairways, significant walking and/or standing, some of which may be on uneven ground. Working outdoors in inclement weather may be required. The work requires the use of a computer and other business machines.

DUTIES AND RESPONSIBILITIES

- Investigates, inspects, and facilitates enforcement of housing complaints and other environmental health related complaints such as garbage and rubbish disposal, improper sewage disposal, rodent and insect infestation, disease vectors, mosquito control and other unsanitary environmental conditions.

- Manages housing programs and other related matters while maintaining expertise and proficiency in other related health programs.
- Acts as liaison for the Naugatuck Valley Health District in housing matters with the Superior Court, police, building, electrical, plumbing, zoning, and other departments to correct violations.
- Advises the Assistant Director for Environmental Health Services of pending enforcement actions, changes in state and local housing codes, and assists with training of staff in housing issues.
- Attends appropriate housing seminars, as approved by the Director of Health, to maintain current expertise in housing.
- Investigates reports of children with elevated blood lead levels, provides parents and/or guardians with information on lead paint poisoning prevention, inspects or orders properties to be inspected for lead-based paint and collects samples necessary to perform a risk assessment of the child's environment. Prepares orders to abate lead hazards in accordance with state statutes and regulations.
- Performs routine inspections of food service establishments, public swimming pools, licensed body care establishments, day care centers and other facilities as required by state and local codes.
- Reviews and approves plans for the construction of new food service establishments or the remodeling of existing facilities. Monitors work in progress and approves the completed construction before a license is issued
- Assist in the planning and presentation of public health education programs in the community.
- Responds by telephone, in person, or in writing to persons seeking information regarding housing rules and regulations, specific complaints, and other environmental health problems.
- Prepares reports of inspections and investigations. Collects samples as required.
- Prepares orders of violation and hearing notices and facilitates enforcement when indicated.
- Responds to emergencies and local public health occurrences of an urgent nature during and beyond the standard hours of operation.
- Performs inspections or investigations during non-business hours as needed.
- May perform soil tests and evaluates the suitability of building lots for the installation of

individual subsurface sewage disposal systems. If so certified, reviews engineered plans for the construction of such systems and issues permits for their construction. Inspects the installation to ensure conformance with the approved plan and state code.

- May train employee(s) in a lower classification.
- Performs related work as required and other general environmental health duties assigned by the Assistant Director for Environmental Health Services.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the modern methods, principles and practices of property maintenance and public health sanitation. Knowledge of inspection and investigation techniques; knowledge of the causes, impacts of, and solutions to current housing and public health problems.
- Knowledge of, and the ability to interpret, explain and enforce the laws, ordinances and regulations governing housing and environmental sanitation.
- Considerable ability to communicate effectively, both orally and in writing.
- Ability to follow oral and written directions.
- Considerable ability to deal with individuals in highly sensitive and confidential matters.
- Ability to be a team player and a team leader.
- Considerable organizational skills and an ability to work independently.
- Strong interpersonal skills with a desire to work collaboratively with individuals, groups, multiple agencies, the general public, and diverse communities.
- Basic computer skills.

QUALIFICATIONS

A bachelor's degree from a recognized college or university with major course work in public or environmental health, the physical, chemical, or biological sciences, sanitary or environmental engineering, plus two years of experience in public or environmental health.

SPECIAL REQUIREMENTS

- Possession of a current CT Motor Vehicle Operator's License with access to a motor vehicle and current motor vehicle insurance coverage is required.
- Testing for substance abuse, a physical examination, and a criminal background check may be required as part of the employee procedures.

DESIRABLE QUALIFICATIONS

- Certification as a Lead Inspector by the State of Connecticut.
- Certification as a Food Inspector by the State of Connecticut.
- Certification in Subsurface Sewage Inspection Phase I by the State of Connecticut.
- Bilingual preferred.