

City of Minneapolis  
Staffing Division  
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Website: www.ci.minneapolis.mn.us

## **CODE COMPLIANCE OFFICER II (Environmental Health )**

*Exam 20539 - Open Monday, June 8, 2009 through Friday, June 26, 2009*

Hourly	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
<b>SALARY:</b>	\$22.549	\$23.666	\$24.838	\$26.084	\$27.430	\$29.047	\$30.665

### **POSITION INFORMATION:**

- There are currently two (2) non-exempt, full-time vacancies that need to be filled
- This is a team environment which promotes creativity and innovation.
- **Work schedule flexibility required;** Environmental Health is a 7-day-a-week operation. The standard work week is 5 consecutive days w/ some on-call responsibilities. The work schedule for the current vacancies is either Tuesday to Saturday, Wednesday to Sunday, or Thursday to Monday.

### **Primary Responsibilities:**

A Code Compliance Officer II performs risk based inspections and takes appropriate enforcement actions to achieve compliance in assigned facilities

### **Job Duties associated with these positions:**

- Work with the Environmental Health District Supervisor to reduce environmental risks in the community by performing risk based inspections, advising the business operator and implementing the enforcement protocol.
- Work with licensed facilities to protect the health and safety of the community, including restaurants, delis, coffee shops, grocery stores, convenience stores, vending machines, daycare centers, board & lodging facilities, special food service operations for the poor, disadvantaged and elderly, public and private school food service, pools, tanning salons, body art establishments, farmers markets, laundries, dry cleaners, community wells, and liquid waste haulers.
- Use a web-based inspection software system and portable computer for documentation and report writing in the field. Deliver inspection reports to the licensed operator at time of inspection.
- Conduct plan review for new construction and remodeling of licensed food establishments and conduct site visits for structural inspections and equipment evaluation.
- Investigate food borne illnesses and sanitation complaints.
- Provide information and educational resources for facility operators, field staff, trades inspectors, owners, tenants, vendors and other professionals on code requirements for specific programs.
- Work with management to monitor program progress and engage in continuous improvement of programs, services, policies and procedures.
- Issue orders, educate licensees, and take appropriate enforcement actions (citations, embargos and condemnations, closures and revocations)
- Recommend approval or denial of licenses.
- Work with supervisor to facilitate administrative compliance meetings with licensees.
- Carries out any reasonable request from your supervisor.

### **Experience:**

- Two (2) years of full-time experience as a Code Compliance Officer I (Environmental).
- **Note:** In detail, describe your experience.

### **Education:**

- Bachelor's Degree with a minimum of 45 quarter (30 semester) credits in a related science.
- **Note:** An official transcript must be submitted with your official application. If a transcript is not received, you application will be determined to be incomplete.

**-- Requirements continued on the back --**

**License:**

- Valid Driver's License while employed in this position

**Certificates/Registrations:**

- Must currently hold the National Sanitarian Registration or equivalent (and maintain as valid throughout employment in this position).
- You **must provide a copy** of this required registration **with your application**. Without this required documentation, your application will be deemed as incomplete.

**Working Conditions:** 90% field inspections using computerized inspection system and enforcement process. Drive to inspection sites Lift/maneuver equipment weighing 10-30 pounds into/out of vehicles, up steps and into buildings. Maneuver a two-wheeled cart. Reach/stretch to lift testing equipment to ceiling and bend/stoop/squat to floor to measure ambient levels of environmental contaminants and to take samples. Depending upon assignment, some exposure to difficulties such as rodent/insect infestations, strong odors, filth and excrement, hazardous chemicals, abusive clients and temperature variations.

**Background Check:**

- The City has determined that a criminal background check is necessary for certain positions with this title. Persons offered employment must, as a condition of employment, sign an informed consent allowing the City to obtain their criminal history information in connection with the position sought. Applicants who do not sign the informed consent will not be further considered for the position.

**Supplemental Questionnaire:**

- **SIX (6) QUESTIONS ATTACHED** (or see our Receptionist). **It is your responsibility to respond to these questions and to submit those responses with your official City application.** Without them, your application will be deemed as incomplete.

**Other Specifications:**

- Knowledge of Hmong, Hispanic, Chinese or Somali and other diverse communities and community resources in the metro area.
- Multilingual fluency in reading, writing, and speaking in both English and either Hmong, Spanish, Chinese or Somali.
- Knowledge of and the ability to interpret applicable codes, ordinances and regulations relevant to the specific work area.
- Knowledge of regulatory administration and enforcement.
- Knowledge of current Environmental Health issues and trends.
- Good time management and organizational skills.
- Ability to be objective and effectively handle difficult situations.

**SELECTION PROCESS:**

An evaluation of education/experience/Supplemental responses and/or an oral exam or interviews may be utilized. The right is reserved to limit the number included in any phase.

**Resume:** You may submit your resume with your official City application.

**APPLICATIONS ACCEPTED:**

**Dates:** Monday, June 8, 2009 to Friday, July 10, 2009

**Contact:** City of Minneapolis Human Resources Office

**Phone:** 612-673-3494

**Email Address:** masah.sobboh@ci.minneapolis.mn.us

**ELIGIBLE LIST WILL EXPIRE NINETY (90) DAYS AFTER POSTING.**

**The City of Minneapolis is an Affirmative Action/Equal Opportunity Employer.**

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