

## CITY OF HAMILTON

### HEALTHY & SAFE COMMUNITIES DEPARTMENT (PUBLIC HEALTH SERVICES— LOCATION - 110 KING ST. W., 3<sup>rd</sup> FLOOR)

#### PUBLIC HEALTH INSPECTOR - CUPE 5167

#### SUMMARY OF DUTIES

Depending on the assignment, reporting to a Manager in Public Health Services, the Public Health Inspector is responsible to inspect or investigate and assess public health hazards, document and create reports. The position will respond to complaints and emergencies, provide education or community outreach and to assist other programs within Hamilton Public Health Services as required.

#### GENERAL DUTIES (each team has a mixture, but not all, of these duties)

Maintains confidentiality of personal health information and other records, as required.

Delivers of environmental health program services according to Ontario Public Health Standards Protocols.

Inspects and reports on fixed premises such as food establishments, swimming pools, group homes, funeral homes, lodging homes, day care centres, personal service settings and special events.

Enforces Provincial Public Health legislation and pertinent Municipal by-laws which include but may not be limited to, the "Standing Water By-law", the pest section (bed bugs, cockroaches, rats, mice, fleas, wasps) of the Property Standards by-law, or the Cooling Tower Registry by-law.

Assesses suitability of premises for licensing requirements according to government regulations.

Issues cold or heat alerts.

Assesses planning applications and conducts on-site inspections when necessary.

Collects and/or submits various environmental, clinical and entomological specimens, such as food, drinking water, and recreational water, fecal or respiratory samples, ticks to the Public Health Laboratory or appropriate community laboratories.

Reviews laboratory test reports.

Responds and investigates potential rabies exposures.

Investigates complaints of health hazards under the Health Protection and Promotion Act.

Investigates reportable diseases and community and/or institutional outbreaks, consults with physicians and implements public health interventions to prevent spread of communicable and infectious diseases, as required.

Operates and transports, as required, various pieces of equipment such as computer, printer and other related hardware/software

Prepares Notices, Orders, issues tickets, lays charges, delivers summonses, prepares and gives evidence in court.

Receives and answers inquiries from public, staff, other departments, lawyers and government agencies.

Writes legible reports and correspondence. Works in cooperation with other Health Units, government agencies, community partners, community stakeholders, and City of Hamilton Departments.

Promotes community awareness of public health programs.

Provides education and outreach to public health services clients and general public.

Provides orientation for students, doctors, and new Public Health Services staff, as requested. Mentor Public Health Inspector Trainees.

Responds to emergencies such as major fires, chemical spills, severe weather events, suspicious packages, and other public health related emergencies according to the Public Health Services Emergency Plan.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Works in accordance with City of Hamilton corporate and departmental policies and procedures.

### **QUALIFICATIONS**

1. Certified by the Canadian Institute of Public Health Inspectors (CIPHI)
2. Bachelor of Applied Arts or Applied Science in Environmental Health or possess equivalent combination of education and relevant work experience as accepted by the Canadian Institute of Public Health Inspectors
3. Previous field work experience as a Public Health Inspector (not including practicum training time) an asset.
4. Must have general knowledge of the Health Protection and Promotion Act and its related regulations, as well as Federal and other Provincial legislation dealing with such matters as food, infectious diseases, health hazards, rabies, safe water, etc. Knowledge of local public health related by-laws an asset
5. Experienced and adaptable in a computerized environment. Working knowledge of Windows 2010 and/or current Microsoft Office Products (Microsoft Outlook, Word, Excel, PowerPoint and database software). Experience and proficiency in the use of the Hedgehog system would be an asset.
6. Demonstrated ability to conduct research and prepare technical reports.
7. Must possess a valid Class "G" Driver's licence.
8. Provision of a vehicle for use on the job.
9. Must have alignment with the City's values and be able to work independently as well as within a team setting

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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