



DEPARTMENT OF HUMAN RESOURCES

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4246 • FAX: 570-348-4202

JOB DESCRIPTION

Title: Health/Housing Inspector
Department: Licensing, Inspections, and Permits
Supervisor: Director of the Department of Licensing, Inspections, and Permits
Date: January 1, 2017

General Description:

This position is responsible for the enforcement of the International Property Maintenance Code throughout the City of Scranton. The intent of code is "to ensure public health, safety, welfare insofar as they are affected by the continued occupancy and maintenance of structures and premises. Existing structures and premises that do not meet these provisions shall be altered or repaired to provide a minimum level of health and safety as required by the code. This position is also responsible for conducting physical inspections of any establishment serving/preparing food and/or drink, which is located in the City of Scranton. This includes issuing or renewing eating drinking licenses to stores, restaurants, bars, delicatessens, etc.

Essential Job Functions:

- Perform inspections;
- Enforce the International Property Maintenance Code (IPMC) and related City Ordinances;
- Enforce the International Residential Code (IRC);
- Create and maintain files, electronic files, forms, reports and other job related duties as assigned;
- File pictures and documents from inspections;
- Responsible for correspondence with responsible parties;
- Maintain log of locations visited and verify what reason for visit to property;
- Issue Quality of Life Tickets to enforce the International Property Maintenance Code;
- File citations when necessary;
- Attends court as needed for housing-related hearings and/or appeals;
- Respond to complaints from public and inform property owners about issue;
- Inspect restaurants, bars, stores, etc. for the promotion and compliance of the Pennsylvania Food Code (Chapter 46) and related ordinances of the City of Scranton and list all violations and variation from adopted codes and approved plans and specifications;
- Prepare daily reports of inspection activities;
- Prepare, issue, suspend, and revoke of health licenses at the direction of the Department Director and/or Deputy Director and administer fees associated with the administration of said licenses;
- Process payments from customers and input funds into the cash register;
- Keep and maintain daily reports of Food Truck license and Eating and Drinking Licenses;
- Handle food poisoning complaints in conjunction with the Pennsylvania State Health Department and the Department of Agriculture;
- Works with the Pennsylvania Liquor Control Board, Department of Environmental Resources and the Department of Agriculture;

- Responds to all motor vehicle accidents and fires in city that food and drink is involved in;
- Responsible to work special events such as, but not limited to parades and festivals;
- File reports with Pennsylvania Department of Health and the Department of Agriculture through equipment provided by the Pennsylvania Department of Health;
- Create and maintain files, electronic files, forms, reports and other job related duties as assigned
- File pictures and documents from inspections;
- Responsible for correspondence with responsible parties;
- Maintain log of locations visited and verify what reason for visit to property;
- Report on-call for work as requested by the Department Director and/or Deputy Director; and
- Other related, necessary duties as required by the Department Director/Supervisor.

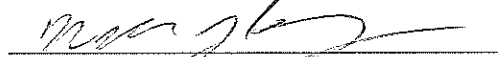
Required Training, Experience, Knowledge, Skill and Abilities:

- Ability to learn applicable food/health codes, housing codes, fire codes, ordinances and regulations;
- Ability to conduct physical inspections;
- Ability to enforce codes, ordinances firmly, tactfully and impartially;
- Excellent communication skills;
- Ability to maintain records and prepare reports;
- Certified in Pennsylvania Food Safe Serve;
- Basic Microsoft Office skills (i.e. Word, Excel, Outlook);
- Basic computer skills;
- High School Graduate or its equivalent;
- Certified as a Property Maintenance/Housing Inspector; and
- Possession of a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania.

Approved:


 Clerical Union Business Agent

Date: 10/3/17


 Mayor of the City of Scranton

Date: 10-4-17