



City of Concord (NH)
Health and Licensing Officer

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| SALARY | \$33.73 - \$48.88 Hourly \$1,349.20 - \$1,955.20 Weekly \$70,158.40 - \$101,670.40 Annually | LOCATION | Concord, NH |
| JOB TYPE | Full-Time | JOB NUMBER | 2023-102 |
| DEPARTMENT | Community Development | OPENING DATE | 04/28/2023 |

Description

DEPARTMENT: Community Development Department, Code Division

TYPE OF EMPLOYMENT: Permanent Full Time, 40 Hours Weekly, Days

SALARY RANGE: \$70,158 to \$85,550 (top of range \$101,670), with a competitive flexible benefits package.

APPLICATION INSTRUCTIONS:

CLOSING DATE: Open until filled with continuous review of applicants.

Instructions for Applying: A City Application is required. An application may be completed online and submitted electronically by visiting the City of Concord web site at www.concordnh.gov. For more information on applying, call (603) 225-8535 (voice) or TTY at 800-735-2964 or 7-1-1.

"An Equal Opportunity Employer M/F/DP/V"

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The City of Concord, New Hampshire is seeking a full-time Health and Licensing Officer. Concord is a thriving State capital with an award-winning Main Street that is currently undergoing a significant renaissance with over 200 new market rate housing units being built, a growing number of restaurants and businesses, and increasingly diverse and popular special events. The successful candidate will be someone with a collaborative work ethic who enjoys people and building a sense of community. This position oversees the inspection of rental housing, restaurants and food service providers as well as the licensing of entertainment and special events in the community.

The successful candidate must possess strong organizational and presentation skills, have a solid understanding of pertinent technologies, be a diplomat who will work to earn the respect of the local business community even when enforcement is required, and have a sound understanding of applicable State and municipal laws and ordinances governing health, housing and licensing.

The Health and Licensing Officer will also be expected to provide forward-thinking leadership to a diverse and experienced team.

The City offers a very competitive total compensation package. Benefits include Medical, Dental, Life Insurance, Long and Short Term Disability Insurance, Paid Family Leave, Flexible Spending Account (FSA), Health Savings Account (HSA), Dependent Care Reimbursement Account, Annual Leave - 5 Weeks Year One, 13 Paid Holidays, Sick Time, NHRS Retirement, Optional 457 Plans, Tuition Reimbursement and Wellness Program. Medical benefits start the first of the month after 30 days of employment and deductibles are as low as \$250 per person with the employee paying as little as 10% of the premium.

Job Summary:

Directs the Health and Licensing functions of the Code Administration Division.

Examples of Duties

Conducts inspections of restaurants and food service providers to enforce compliance with applicable federal, state, and municipal health laws, ordinances, codes and regulations.

Oversees housing inspection program.

Develops and implements health, housing, and licensing programs; drafts and prepares reports and presentations regarding health, housing, and licensing.

Determines actions to be taken regarding violations; reviews staff reports, communications, recommendations, and actions; determines applicability of statutes, codes, rules, regulations, and ordinances; authorizes the issuance of citations or directives.

Participates in legal actions in response to violations; schedules and conducts hearings; testifies before legislative committees and makes recommendations; testifies in court; reviews and evaluates drafts of legal cases.

Represents the City on matters concerning environmental health, public health, and other health, housing, and licensing issues.

Conducts classes and training seminars relative to food handling and food service sanitation for food service personnel; oversees the food handler certification program.

Reviews all plans and blueprints for new construction, remodeling, or changes to food service establishments. Conducts investigations related to sound and noise violations.

Works with the general public, event promoters and other City staff to review, process and coordinate special event applications.

Provides staff support to various committees and boards, as assigned.

Supervises and provides leadership to personnel.

Performs other related duties as assigned.

Typical Qualifications**MINIMUM QUALIFICATIONS REQUIRED:****Education and Experience:**

Bachelor's degree from a four-year college or university in microbiology, bacteriology or a related field. Four years

of progressively responsible related experience, preferably with experience in a managerial capacity. Any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Food Handler Certification
Sound Analyzer (preferred)
Pest Control (preferred)

Supplemental Information**MATERIAL AND EQUIPMENT USED:**

Sound Meter
Digital Laser Thermometer
Camera
Computer
Video Camera
Light Meter
Air Quality Test Kits
Telephone

KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge of:**

All state, city and federal laws, rules, and regulations and RSAs governing or relating to programs and activities.

Standard laboratory test procedures and equipment used in analyzing test samples.

Principles and techniques of accounting, financial management, and budget development.

Principles and techniques of program and policy planning and evaluation.

Principles and practices of management, administration, and supervision.

Principles and practices of city, state, and federal rules and regulations pertaining to housing, salvage operations, environmental sanitation, inspection procedures, plumbing, electrical, zoning, and life safety codes.

Principles and practices of EPA guidelines for noise measurement, asbestos-containing materials, hazardous material, and the US Food and Drug Administration's Code of Federal Regulations pertaining to food.

Skill in:

Supervising and directing the work of subordinate staff.

Communicating effectively, both orally and in writing, with a variety of people.

Analyzing and evaluating program plans, policies, and activities.

Developing financial plans and budgets.

Developing work plans, goals, and strategies to accomplish work activities.

Making oral presentations before groups of people.

Mental and Physical Abilities to:

Establish and maintain effective working relationships with staff, service providers, advisory boards, officials, community leaders, clients, and the general public.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching.

Frequently lift light or heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Working Conditions:

Work is performed in an office, outdoors, and at inspection sites.

The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and cold or inclement weather.

Work requires the use of protective devices such as masks, goggles, or gloves.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Agency

City of Concord (NH)

Address

41 Green St

Concord, New Hampshire, 03301