



# Englewood

Human Resources

2-10 N Van Brunt Street • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 541-5424

## CAREER OPPORTUNITY

**DATE:** August 29, 2023  
**FROM:** Human Resources  
**SUBJECT:** Public Health Investigator (PHI)

APPROVED  
*AWH*  
8/31/23

### JOB SUMMARY:

The Public Health Investigator will assure adequate protection of the public health of all Englewood residents relevant to environmental sanitation conditions and hazards, including the enforcement of all local, state and federal statutes, ordinances, codes, and regulations associated with environmental health. The Public Health Investigator will work closely with the Director, Health Services/Health Officer, Senior REHS, staff of the Health Department, and all other department heads and staff of respective City departments. This is a full-time, Local 108 R.W.D.U.S. classified position. Benefits available, 35-hour work week with rotating on-call hours.

### ORGANIZATIONAL RESPONSIBILITY

The Public Health Investigator will report directly to the Senior REHS of the Englewood Department of Health. Under the supervision of the Senior REHS, the Public Health Investigator performs the technical and professional health services in a general or specialized field; which include animal control and rodent control. The Public Health Investigator will support and assist the Senior REHS and REHS in the following activities: organizes assigned technical field and office work; pet license applications; makes surveys and investigations of communicable diseases and epidemics which may be traceable to lack of environmental sanitation; prepares reports containing findings, conclusions and recommendations.

### Duties and Responsibilities

#### Animal Control

- Trapping of stray cats, in emergent situations
- Follow-up to census program of unlicensed animals
- Quarantine animals
- Rodent control
- Assist at all Rabies Clinics and other activities related to animal/rodent control
- Follow up on all bite reports and dead or injured animals
- Tasks to be assigned by Senior Registered Environmental Health Specialist, to work with Bergen County Animal Control, or liaison with State labs re. rabid animals
- Contacts veterinarian when necessary.
- Uses nets, traps, or tranquilizer gun to capture wild animals or strayed domesticated pets.

- Handles complaints regarding wild and stray animals, and licensed and unlicensed domesticated animals.
- Enforces the rabies control program and issues summons for violations of local or state animal control ordinances.
- Assist Bergen County Animal Control as needed.

### **Rodent Control:**

- The Rodent Control Officer will work under the supervision of the Senior Registered Environmental Health Specialist, who will assign the daily work schedule and long range projects. All reports and emergent situations will be reported to the supervisor and Health Officer.

### **Other**

- Court summonses and appearances
- Prepare abatement notices
- Pesticide applicator (license required)
- Investigate environmental complaints

### **Environmental Health:**

- Conduct routine inspections of public property and food businesses to survey for waste, garbage and debris in an attempt to prevent/control rodent/vermin activity. Should such activity be observed, appropriate action, under City and Health codes, is to be taken.

### **There shall be several basic functions:**

- Respond to all rodent-related or other nuisance complaints in a timely fashion. Such complaints shall be thoroughly investigated for validity, with accurate documentation and evidence noted. Assistance to residents in identifying problem conditions accompanied by education and counseling.
- Routine patrol of low-lying areas for mosquito-breeding prevention.
- Development of an effective community education program designed to increase public awareness to conditions contributing to rodent infestations and providing education to control problem (i.e. lectures, handouts, etc.).
- Maintenance of a daily activities "log book" and complete records on each complaint investigated, premises baited, and individual residents counseled on rodent control measures.
- Preparation and submittal of a monthly activity report which summarizes activities.
- Weekly verbal reporting to the Health Officer, or other designated supervisory persons, regarding planned activities, findings, etc.
- Attendance at regular Environmental Unit meetings.
- Proper care and maintenance of City property used as part of this position (e.g. van, camera, cell phone, etc.)
- Assigned attendance at training courses sponsored by other units of government or by local universities may be required. In addition, in-service training and periodic "testing" will be conducted.
- Initiate enforcement action as may be necessary to enforce State or municipal Health Codes as applicable to complaint investigation efforts. To work in consultation with Board Attorney on a need basis.

### **Administrative/Miscellaneous Duties:**

- Interoffice mail, etc. to City Hall and other City departments. Inter-departmental deliveries/errands.
- Post Office purchase of stamps, delivery of bulk mailings to annex, etc.
- Bank – acquire change for front counter staff as required.
- Hand deliveries – to the press, hospital/agencies, and Board of Health members, as designated by the Director or supervisory staff.
- Purchasing – miscellaneous items from ShopRite, Mitchell Simon, office supply vendors, etc.
- Miscellaneous tasks associated with public awareness events as assigned by Director and/or supervisory staff.
- Assist in publicizing all community health events, i.e. distribution of posters, flyers, literature, etc.
- Weekends / Evenings / Public Holidays – special community awareness health events, working closely with professional staff, as assigned by the Director.
- In-service training in data entry/retrieval. Orientation to computer system as related to pet licensing and census, and general nuisance complaints.

### **Other Duties and Responsibilities:**

- May assume other related duties and assignments as designated by the Director and/or Health Officer in accordance with needs of the environmental unit; such as filing and other administrative duties.
- Conducts follow-up and spot-check inspections as necessary to gather required information as to compliance status.
- Investigates all environmental complaints (as appropriate) that are filed with the Health Department or that are referred to the Health Department for attention by other City agencies. Specific complaints may be routed by the Director and/or Health Officer. Written accounts are to be completed for all such investigations and follow-ups must be conducted promptly.
- Documents all activities and tests that may be needed as evidence to support any legal actions for abatement.
- Prepares and submits monthly activity reports, summarizing the month's workload. Accompanying narrative shall highlight unusual or key activities which the Board should be apprised of.
- Participates in planning and implementation of special projects.
- Develops an environmental plan that incorporates both short-term and long-term goals for the community.
- Conducts any other field or office activities related to the protection of public health as directed by the Director and/or Health Officer, working in cooperation with other personnel in the Department (e.g. Public Health Nurses or Health Educator).
- Contributes ideas and lends support to the development and maintenance of an aggressive, dynamic and creative environmental health education program.
- Assists in the preparation and distribution of the quarterly food service industry newsletter, "*Food for Thought*", in collaboration with other environmental staff.
- Assists the Public Health Nursing team and Health Educator, where necessary, with tasks such as blood pressure screening during special health fairs, clinics, etc.
- Investigates environmental complaints (air, water and noise pollution complaints).
- Assists office staff to maintain an up-to-date filing system.
- Issues summons, after consulting with the Director and/or Health Officer or Board Attorney, for all violations of local, county, state and federal codes and regulations. Prepares appropriate legal documents in support of enforcement action, including court testimony.

- Performs related services that may not be specified above, but are deemed essential to protect the health of the public and are in the scope of services performed by licensed Registered Environmental Health Specialists.
- Files complaint investigations and inspections, and updates files according to the administrative code
- Picks up the court calendar and reminds all inspectors who are on the docket
- Maintains a log of all activities and reports these activities to the Director and/or Health Officer or designee at supervisory conferences
- Maintains computer input of all environmental statistics, such as complaint investigations, court cases/action, etc.
- Works under the supervision of the Director and/or Health Officer and Health Educator on specific health education tasks - West Nile Virus, communicable diseases, food and water borne illnesses, rabies and other animal related problems
- Participates in staff training and development programs, time permitting
- Meets for scheduled supervisory/planning meetings with the Director and/or Health Officer
- Plans and supervises the annual rabies clinic(s), assisting with dog and cat licensing and vaccination process
- Performs other related duties and responsibilities as required
- Assists the Sr. REHS with maintenance of plans submitted (filing/storage) and of requests for disposal of records meeting the retention criteria.

## **QUALIFICATIONS**

### **Experience and Training:**

- Be a high school graduate or have a certificate of successful completion of the General Educational Development (GED) Test.
- Have had at least one (1) year of full time experience as a Sanitarian Assistant in an environmental or public health agency; OR have earned at least 20 credit hours from an accredited college or university in the chemical, physical, or biological sciences, public health, sanitary science or environmental health.
- Appointee must possess a valid New Jersey driver's license.
- Must be willing to pursue continuing education in specifically identified fields of public health, and in on-the-job training and staff development programs.

### **Abilities:**

- Knowledge of local and state health laws and standards.
- Knowledge of problems and procedures involved in investigating sanitary conditions and of the philosophy of maintaining public health standards.
- Ability to comprehend established rules and regulations.
- Ability to use tact and courtesy while making investigations.
- Ability to observe and analyze significant conditions.
- Ability to prepare suitable reports.
- Ability to maintain essential records and files.

- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

**Computer skills:**

- Knowledgeable of Microsoft Word, Excel Spreadsheet, PowerPoint presentation, and other computer applications and information systems.

**Preferred:**

- Prior experience with community based organization, local or county health department is an asset. Knowledge and familiarity with diverse populations is essential. Bilingual (English/Spanish) proficiency is highly desirable.

**COMPENSATION:**

- \$45,000.00 - \$55,000.00 Annually

**BENEFITS:**

- Paid Time Off (Vacation, Sick, Personal and Holiday Leave)
- Medical, Prescription Coverage
- NJ State Pension
- Voluntary Benefits (Vision, Dental, Flexible Spending Account)

**HOW TO APPLY:** Please submit your resume via email to:

[hr@cityofenglewood.org](mailto:hr@cityofenglewood.org)

Subject: Public Health Investigator (PHI)

**REMOVE:** Will Remain Posted Until Filled

cc: Robert S. Hoffmann, City Manager

Dr. Shatrughan Bastola, Director, Health Services/Health Officer