



Borough of
RUTHERFORD

Department of Health

184 Park Avenue | Rutherford, NJ 07070 | (p) 201-460-3020 | (f) 201-460-3021

Jennifer Galarza
Health Official

Posted: TBD

JOB ANNOUNCEMENT

HEALTH CODE INVESTIGATOR

Job Type: Part-Time- Temporary- (5 Months)

Department: Health

Pay: \$22.00 per hour

Benefits: None

Schedule: Monday through Friday- 15 hours per week

Experience: Entry-Level

License: A valid driver's license is required at time of appointment.

DEFINITION

Under direction of the Health Official, the Health Code Investigator would perform sanitary inspection and environmental health work involving the enforcement of relevant sanitary, environmental, and public health laws and rules within the concerned jurisdiction; conducts inspections, investigations, and educational outreach activities; performs other related duties as required and/or necessary

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

- Investigates complaints of alleged violations of the sanitary code and local health ordinances.
- Inspects alleyways for trash and litter so as to determine compliance with local ordinances.
- Investigates complaints of inadequate heat in apartments and homes to determine if there is any violation of local ordinances.
- Works in an assigned district checking on any visible health violations for referral to Sanitary Inspectors.
- Inspects buildings for the presence of rodents and other health nuisances.
- Distributes literature concerning public health campaigns within the community.
- Under direction, takes dog census.
- Prepares case histories and reports of investigations.
- Answers inquiries and gives information relative to health laws.
- Maintains essential records and files.
- Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

KNOWLEDGE AND 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 interview persons of varying backgrounds.

- 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.

How to Apply:

Please submit your resume and cover letter via email to Jennifer Galarza, Health Official, jgalarza@rutherfordboronj.com.