



# CITY OF BRIDGEPORT, CONNECTICUT

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The City of Bridgeport, CT is now accepting submissions for the position of

## **Registered Sanitarian**

**Salary and Benefits:** \$61,607.00 per year. This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; depending on the employee group some of these benefits may include: retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

**To Apply:** Please mail, deliver or email a cover letter, resume, supplied application and a copy of the Registered Sanitarian (RS) license to the Civil Service Commission office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to [COB.Jobs@bridgeportct.gov](mailto:COB.Jobs@bridgeportct.gov).

**Deadline to apply is Friday, December 28, 2018** (Any/all changes to this deadline shall be at the discretion of the City of Bridgeport).

### *Municipal Profile*

The City of Bridgeport is located in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The City has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms.

### **Duties (include but are not limited to):**

- Participation in the inspection and investigation of all water and air pollution, public and private sewage disposal, sewage treatment plant, waste disposal, the operation and maintenance of city dump, public and private water supply, public and private schools and institutions, rodents, insect and noxious plant control, and all public nuisance complaints, including housing code enforcement.
- Participates in the inspection and investigation of bathing beaches, bathhouses, public swimming pools, shellfish, motels, hotels, rooming houses, child day care centers and well baby clinics.
- Participates in the inspection and investigation of the sanitary condition of all dwellings, yards, vacant lots and other areas.
- Collects city taxes that are in arrears from all food related industries.
- Collects samples of foods and cultures for laboratory testing; enforces all related statutes, municipal ordinance, codes and sanitary regulations.
- Inspects dwellings and dwelling units individually and collectively for adequate access such as stairways, doorways, fire escapes, checks for sanitary facilities; checks for adequate heating facilities, electrical wiring and outlets; checks for structural deteriorations of walls, ceilings, windows, doors, roofs, etc.
- Inspects commercial buildings and properties in all categories for conformance to the commercial code; inspects for structural deterioration of foundation walls; exterior walls, interior walls, chimneys and all flue attachments; inspects landings, porches, balconies, stairs, fire escapes, permanent signs and billboards, display windows, store fronts, awnings, marquees and exterior surfaces of buildings including roofs, windows, etc.; inspects restrooms, inspects electrical service and fuse capacity, inspects for any and all other defects that may be injurious to the health and safety of occupants.
- Prepares and keeps visual, photographic and written records of inspections listing all violations; investigates complaints; prepares daily inspection reports for Housing Code Officers as needed; assists in the

interpretations of the Housing Code; testifies in court proceedings involving violations of the Housing Code; meets with interested parties to discuss Housing Code violations.

#### **MINIMUM QUALIFICATION REQUIREMENTS:**

- a. As to educations, training, and experience:
  - Must possess a Bachelor's Degree from an accredited college or university, with courses in Engineering, Public Health, Environmental Sanitation or related science.
  
- b. As to special knowledge, ability, and skill:
  - Minimum of two years in public health and some combination of experience in building inspection or investigative work; or some satisfactory equivalent combination of training and experience.
  - Must be proficient in a variety of computer software applications: Microsoft Word, Excel and other Office applications as necessary.
  - Ability to organize, prioritize and plan/schedule work tasks to meet deadlines.
  - Must be able to interact professionally and communicate effectively with individuals at all levels of government as well as the public.
  - Excellent verbal and written communication skills.
  - Strong analytical skills.
  - Ability to self-motivate/start.
  - Ability to work a flexible schedule.
  - Familiarity with Bridgeport Neighborhoods and working within diverse communities/demographics are advantageous.
  - Must possess the ability to handle sensitive and confidential situations.
  - Bilingual language skills preferred but not essential.

#### **LICENSES AND CERTIFICATIONS**

- Valid Connecticut Driver's License – This job requires driving.
- Must be a Registered Sanitarian, licensed by the State of CT.
- Must possess restaurant certification, private sewage disposal certification and smoke reader's certification from the State of CT.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:  
CIVIL SERVICE COMMISSION OFFICE

45 LYON TERRACE, ROOM# 106  
BRIDGEPORT, CT 06604

**This is the application for the Registered Sanitarian position only.**

Do not use this application to apply for any other positions/examinations

To apply for this position, you must submit:

1. An application, found on the following pages of this document
2. Resume
3. Registered Sanitation License

Print out this form and fill it in, in ink. Do not use pencil. Deliver in person or mail this application to:

Civil Service Commission  
City Hall, Room 106  
45 Lyon Terrace  
Bridgeport, CT 06604

Applications and required documents may also be scanned and emailed to:  
[cob.jobs@bridgeportct.gov](mailto:cob.jobs@bridgeportct.gov)

Please be sure to answer all questions on this application and follow these instructions carefully.

Please do not call the office to ask about the status of your application

We will contact you as soon as we have information to share with you about this position. We thank you for your patience.

Thank you for your interest in applying for a position with the City of Bridgeport.

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CITY OF BRIDGEPORT, CONNECTICUT

**CIVIL SERVICE COMMISSION**

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604-4023

**Non-Competitive Employment Application**

Position Applied for	Registered Sanitarian	Date	
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APPLICANT INFORMATION							
Last Name		First Name		M.I.			
Mailing Address				Apartment/Unit #			
City		State		ZIP			
Phone			E-mail Address				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				

EDUCATION							
High School				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

REFERENCES			
<i>Please list three professional references.</i>			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			

PREVIOUS EMPLOYMENT						
Company				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

DISCLAIMER AND SIGNATURE				
Signature			Date	

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.

*For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.*

GENDER:  Male  Female

ETHNICITY:  Asian  Black (Non-Hispanic)  Hispanic  White  Other: \_\_\_\_\_