

Alberta Health Services (AHS) and the Health Sciences Association of Alberta (HSAA)

This classification specification identifies representative duties and responsibilities, and is intended to assist in the determination of the appropriate classification level within each discipline. Some duties and responsibilities may overlap between class levels. The classification specification is not intended to provide an exhaustive list of all duties performed.

Classification Title: **Public Health Inspector III**

Date Updated: **April 1, 2011**

Job Summary:

The Public Health Inspector (PHI) III provides general supervision and support for a specific program area including the development and evaluation of programs and staff.

or

The PHI III serves as the technical expert and senior advisor (e.g. Environmental Scientist) providing advice to directors, provincial committees, and government officials regarding Public Health.

Work at the PHI III level is differentiated from work at the PHI II level by the higher level of supervisory **and/or** leadership responsibilities **or** a higher level of technical knowledge and expertise.

Key Responsibilities and Typical Duties:

In addition to the duties of the PH II's, the PHI III:

Core Duties

- Directs public health-related research and survey activities.
- Directs the development of proposals for public health program activities.
- Leads the investigation and evaluation of new methods, technologies and developments in public health.
- Collaborates with management to support the development, implementation, and evaluation of the department's operational plan strategies.
- Responsible for public health program and service delivery relating to wellness and public health promotion.
- Participates on various committees that support the operation of the department.
- Provides leadership or technical expertise in the pandemic and disaster response planning process.
- Develops and initiates quality improvement and quality assurance programs.

Core Duties (cont)

- Provides specialized technical advice and services on a regional basis.

Leadership

- Provides work direction to PHI I's and II's as needed to address workload needs (e.g. problem-solving, issues resolution, etc.).
- Provides functional supervision and guidance to all PHI positions and students with regards to education and professional development.
- Facilitates daily resolution of program issues and concerns identified by staff.
- Coordinates and monitors the recruitment, orientation, training and evaluation of staff as required.
- Monitors and evaluates training of new students and staff to ensure they meet accreditation standards.
- Facilitates and conducts formal hearings.

Decision-Making

- Responsible for program development, service, and delivery.
- Provides input into the formation and monitoring of operating budgets and capital equipment needs.
- Works to create standard of practices and policies for the region regarding health hazards and nuisances.
- Provides guidance to PHI staff regarding the issuance of orders and notices pertaining to public health risks or nuisances.
- Screens and reviews PHI orders.

Knowledge:

Education

- Masters Degree in Environmental Health, Public Health, or other related field.

Registration Requirements

- Certification by the Canadian Institute of Public Health Inspectors (CIPHI).

Working Conditions:

Physical Demands

- Required to carry testing instruments and supplies to sites.
- Required to assume awkward positions during inspections including bending, crawling, climbing ladders, etc.

Work Environment

General office environment and:

- Significant, on-going and regular travel in all weather and road conditions.
- Exposure to unsafe buildings, hazardous conditions (chemical and toxins), allergens, communicable/infectious diseases, and risk of animal attacks/bites.
- Exposure to hostile individuals, verbal/physical aggression and threats.
- Includes outdoor work in a wide variety of weather conditions.