



AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER  
The City of Stamford is an equal opportunity/affirmative action employer  
and strongly encourages the applications of women, minorities, and persons with disabilities

**OPEN COMPETITIVE EXAMINATION No. 24- 18**  
**DEPUTY DIRECTOR OF ENVIRONMENTAL HEALTH AND**  
**INSPECTIONS**

**Salary Range: \$118,075 - \$150,552**

**DUTIES:** Under the general direction of the Assistant Director of Health, Director of Environmental Health and Inspections assists with the overall management of the Environmental Health Division including but not limited to planning, organizing, and directing environmental health related activities. Assists with the enforcement of relevant sanitary and public health laws within the municipality.

**MINIMUM QUALIFICATION REQUIREMENTS:** Graduation from an accredited college or university with a Bachelor's Degree in the Biological, Physical, Chemical, Environmental or Engineering Sciences or a related field and four (4) years of experience in environmental control and management or inspectional work in a public health, industrial or regulatory agency OR a satisfactory equivalent of training and experience as described above. Possession of a valid motor vehicle operator's license

**SPECIAL REQUIREMENT:** At time of appointment registration as a Registered Sanitarian (RS) or as Registered Environmental Health Specialist (REHS) in the State of Connecticut or ability to become registered within one year after assuming Directorship. Continued appointments will be contingent upon obtaining at least one registration.

**SCOPE OF EXAMINATION:** There will not be an examination. Candidates will be evaluated based on education, knowledge, and experience.

**APPLICATION PROCESS:** Interested candidates should submit a completed City of Stamford Employment Application and Application Supplement "24-18" to [hrrecruiting@stamfordct.gov](mailto:hrrecruiting@stamfordct.gov) or mailed to 888 Washington Boulevard, Stamford, Connecticut 06904. Applications can be obtained at [www.stamfordct.gov](http://www.stamfordct.gov). This position is open until filled.

**PLEASE NOTE:** All applications **MUST BE COMPLETELY FILLED OUT**, even if submitting a resume, including but not limited to: (1) Position applying for (2) Employment history including dates (month & year) and reasons for leaving a position ("**See Attached Resume**" is not acceptable) **Applications with missing information will be considered incomplete and will not be processed.** Applications of candidates who do not meet the stated position requirements will not be considered.

*The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act and its Amendments (ADA/ADAAA). If you need an accommodation in the application or testing process, please contact the Human Resources Division.*

Re-Issued: 05/24/2024

**EMPLOYMENT BENEFITS:**

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

**VETERAN'S PREFERENCE:**

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

Applications are obtained from and submitted to  
**DEPARTMENT OF HUMAN RESOURCES**  
CITY OF STAMFORD  
888 WASHINGTON BOULEVARD  
STAMFORD, CONNECTICUT 06904  
TELEPHONE (203) 977-4070  
[www.stamfordct.gov](http://www.stamfordct.gov)

**General Conditions for Job Announcements and Civil Service Information can be viewed at**  
[www.stamfordct.gov](http://www.stamfordct.gov)

**CHANGE OF ADDRESS:**  
It is your responsibility to notify the Department of Human Resources of any Change of Address on your application

**PERSONNEL COMMISSION**

Marc Teichman  
Stuart Adelberg  
Lynn Arnow  
Elizabeth Main  
Jaclyn Williams

## City of Stamford

---

### CLASS SPECIFICATION

---

**Job Title:** Deputy Director of Environmental Health and Inspections

**Job Summary:** Under the general direction of the Assistant Director of Health, Director of Environmental Health and Inspections assists with the overall management of the Environmental Health Division including but not limited to planning, organizing, and directing environmental health related activities. Assists with the enforcement of relevant sanitary and public health laws within the municipality.

**Supervision Received:** Under the general direction of the Assistant Director Health, Director of Environmental Health and Inspections

**Supervision Exercised:** Supervises health inspectors as assigned.

**Examples of Duties:**

- When requested by the Director of Environmental Health, makes decisions and takes actions generally designated to the Director of Environmental Health and Inspections.
- Assists with ideas and activities that will help the Health Department achieve its mission, vision, and values as well as state mandates.
- Assists in the preparation of the department's Environmental Health annual budget and annual reports.
- Assists in the management of the Environmental Health Division's revenue and expenses.
- Assists in the management of the Environmental Health personnel including taking appropriate disciplinary actions.
- Assists with the Environmental Health program management, evaluation, and planning.
- Assists with implementing the department's strategic plan.
- Tracks Environmental Health data for reporting purposes.
- Provides input on communications and resources for the public, the media, and policy makers on issues related to environmental health.
- Provides input on health educational activities to empower behavior change.
- Communicates and collaborates with state and local agencies to provide appropriate information and programming related to environmental health.
- Assists with the department's emergency preparedness and response activities, including emergency sheltering.
- Assigns complaints, inspections, and investigations to Environmental Health Inspectors; supervises Health Department Inspectors, plans work schedules, monitors and evaluates quality and quantity of inspections, reviews inspectors' decisions and actions; takes necessary steps to resolve violations and disputes.
- Conducts on-site inspections when required.
- Coordinates or responds to after-hours emergency calls.
- Facilitates temporary relocation of tenants displaced due to housing code violations.
- Enforces compliance with federal, state, and local environmental health and safety regulations.
- Maintain compliance tracking programs and record keeping systems.

- Assists in preparation of non-compliance cases for court, writes arrest warrant applications, guides cases through court system, testifies in court, and recommends court action.
- Trains, assigns, supervises and works with Health Department Inspectors to investigate and enforce relevant sanitary and health laws.
- Provides input on policies and procedures related to scope of inspections.
- Makes recommendations for training courses or programs.
- Participates in necessary Board and Commission meetings and Appeal Hearing when requested.
- Meets with owners, attorneys and contractors to explain work necessary to correct code violations and rehabilitate properties.
- Meets with community or trade groups to discuss problems of mutual concern.
- Performs related duties as required.

### **Knowledge, Skills and Abilities:**

- Ability to work with individuals from diverse backgrounds.
- Organizational and time management skills
- Ability to work independently and in a group.
- Strong interpersonal skills and the ability to work collaboratively in a culturally diverse environment and to establish and maintain effective working relationships with other department personnel, community partners, public officials, co-workers, and superiors.
- Proficient in word processing, spreadsheet, database management, presentation graphics software programs, and basic computing skills.
- Ability to conduct basic statistical data analyses to drive decisions.
- Excellent verbal skills including the ability to make presentations to large audiences.
- Excellent writing skills
- Ability to understand and follow oral and written instructions.
- Ability to work in a high-pressured environment.
- Must be knowledgeable of the laws and procedures associated with public health programs especially knowledge of current laws, policies, procedures, methods, and standards relating to environmental health and sanitation.
- Thorough knowledge of the basic principles of food sanitation, storm water and sewage disposal, water purification, and water pollution control.
- Thorough knowledge of public health standards, codes, and ordinances as they relate to housing, building, zoning, sanitation, and fire prevention.
- Ability to analyze and interpret local codes and ordinances.
- Other duties as needed.
- Position requires 24/7 availability.

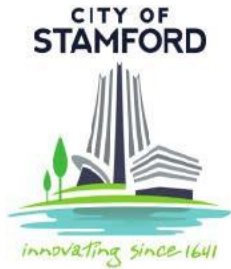
### **Minimum Qualifications:**

Graduation from an accredited college or university with a Bachelor's Degree in the Biological, Physical, Chemical, Environmental or Engineering Sciences or a related field and four (4) years of experience in environmental control and management or inspectional work in a public health, industrial or regulatory agency OR a satisfactory equivalent of training and experience as described above.

Possession of a valid motor vehicle operator's license.

**SPECIAL REQUIREMENTS**

At time of appointment registration as a Registered Sanitarian (RS) or as Registered Environmental Health Specialist (REHS) in the State of Connecticut or ability to become registered within one year after assuming Directorship. Continued appointments will be contingent upon obtaining at least one registration.



# APPLICATION FOR EXAMINATION OR EMPLOYMENT

DO NOT WRITE IN THIS SPACE

Q \_\_\_\_\_

NQ \_\_\_\_\_

Educ \_\_\_\_\_ Reviewer

Exp \_\_\_\_\_

Not City EE \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Human Resources Division  
 888 Washington Boulevard  
 P.O. Box 10152  
 Stamford, CT 06904-2152  
 Tel. (203) 977-4070

\_\_\_\_\_

Position applying for  
 Use Title on Job Announcement

\_\_\_\_\_

Exam Number

**PLEASE TYPE OR PRINT CLEARLY**  
**All blanks must be completed in order for application to be considered**

Please note that the information you provide on this application/examination will be used to determine if you are qualified for further consideration in the position in which you are applying. Failure to provide adequate or detailed information necessary to determine your qualifications may result in you being disqualified for a position. There may also be a supplement to this application for the position for which you are applying. Please make sure you submit ALL required materials.

## GENERAL INFORMATION

Name \_\_\_\_\_  
 (Last) (First) (Middle)

Address \_\_\_\_\_  
 (Street/apt #) (City) (State) (Zip Code)

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_  
 (Area Code) (Area Code)

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_  
 (Area Code)

Social Security Number (Last 6 digits) XXX \_\_\_\_\_

Do you claim 5 points preference based on active duty in the US Armed Forces?  Yes  No

Do you claim 10 points preference based on veteran's disability?  Yes  No

Are you you related to anyone currently employed by the City of Stamford?  Yes  No

If yes, name, and job title or department

Name \_\_\_\_\_

Job Title or Dept. \_\_\_\_\_

Are you requesting City of Stamford Residency Points? Yes No

## RECORD OF EDUCATION

<i>TYPE OF SCHOOL</i>	<i>NAME OF SCHOOL AND CITY/STATE</i>	<i>DATES ATTENDED</i>	<i>COURSE OF STUDY (Major/Minor)</i>	<i>GRADUATED (Yes/No)</i>	<i>DEGREE, DIPLOMA, G.E.D., AND CERTIFICATE OR CREDITS COMPLETED</i>
<i>HIGH SCHOOL</i>					
<i>COLLEGE OR UNIVERSITY</i>					
<i>COLLEGE OR UNIVERSITY</i>					
<i>COLLEGE OR UNIVERSITY</i>					

**Other Training/Certifications (special courses, work training programs, armed forces training) related to the job for which you are applying. Give name and location where training was given, dates attended, subject to training, number of hours weekly and other details.**

**Summarize any other Special skills or Abilities relating to the job you are applying for, such as licenses, machines you operate, languages you speak, read and write well, computer skills and any other special abilities or knowledge.**

## EMPLOYMENT HISTORY

List below ALL present and past employment. **BEGIN WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARDS CONSECUTIVELY.** Applicants may be required to furnish satisfactory proof of employment history claimed. Use additional pages if necessary. Resumes may be included with a **completed application**.

Name of Employer \_\_\_\_\_ Dates of Employment \_\_\_\_\_

**From/To**

Employer Address \_\_\_\_\_ #of hour per week \_\_\_\_\_

Your most recent position (Title) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer \_\_\_\_\_ Dates of Employment \_\_\_\_\_

**From/To**

Employer Address \_\_\_\_\_ #of hour per week \_\_\_\_\_

Your most recent position (Title) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
**From/To**

Employer Address \_\_\_\_\_ #of hour per week \_\_\_\_\_

Your most recent position (Title) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
**From/To**

Employer Address \_\_\_\_\_ #of hour per week \_\_\_\_\_

Your most recent position (Title) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Do you have any objections to the Human Resources Division verifying your work experience and/or educational qualifications?

- A. Your former employer?     Yes     No
- B. Your present employer?     Yes     No

I hereby authorize the City of Stamford to verify my work experience and/or educational qualifications.

Applicant's Signature \_\_\_\_\_



## COMMENTS

---

---

---

**ADA ACCOMMODATIONS IN TESTING:** The City of Stamford provides reasonable accommodations for individuals with a disability during the application, examination, interview, and employment. If you need reasonable accommodation, check the box below and attach a written description of the accommodation sought. Medical documentation may be required.

I require accommodation as outlined in the attachment.

**RELIGIOUS ACCOMMODATION:** Most written tests are held on Saturdays. If you cannot take the test on the announced test day due to a conflict with a religious observation or practice, check the box below and submit attach an Accommodation request by the Last Date to File.

I cannot be tested on the scheduled examination date due to a conflict with a religious observance or practice.

**OTHER ACCOMMODATIONS NEEDED:** If you require accommodation for reasons other than religious or disability, check the box below and attach a written description of the accommodation sought.

I require special accommodation to take this examination.

\* Documentation may be requested to support accommodation requests\*

## PRE-EMPLOYMENT STATEMENT (Read Carefully)

I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief. I understand that incomplete, false, inaccurate, or misleading information given in my application, interview(s) or during the course of my employment may result in the rejection of this application; withdrawal of a job offer; or discipline, up to and including termination of employment. Further, false information provided, whether willingly or accidental, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

I understand that this application is not a contract of employment nor is it a guarantee or indication of employment. I also understand that should I be granted an interview, the representations that may be made at the interview are not to be construed as creating any obligation, promise or contract on behalf of the City. Should I be employed by the City, in consideration of my employment, I agree to conform to the rules and policies of the City of Stamford, as they may from time to time be implemented or revised. Identification and verification of eligibility to work in the United States must be satisfied for employment.

I further understand that in consideration for employment, an investigative background report may be prepared at the request of the City of Stamford by an independent party, whereby information may be obtained from my employers (present or former), educational institutions, all branches of the U.S. Military service, and public records maintained by government agencies or others, including but not limited to criminal conviction reports, credit reports, etc. I authorize the City of Stamford and its designated representative(s) to perform this investigation, and further authorize present and former employers, references and other persons to provide information for the investigation. I also authorize the City of Stamford to receive criminal conviction records pertaining to me which may be in the files of any criminal justice agency.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I will be subject to a drug test and medical examination that I must pass before I commence work.

I have read, understood, and agree to the foregoing. I hereby authorize the City of Stamford to verify my work experience and/or qualifications

Applicant's Signature \_\_\_\_\_

# APPLICANT DISCLOSURE FORM

## CANDIDATE INFORMATION

It is the policy of the City of Stamford to recruit, hire and promote qualified people in all job classification regardless of age, race, sex, color, religion, national origin, marital status, veteran status or disability unless they are bona-fide occupational qualifications.

The following information is needed for compliance with governmental report requirements. While completion of this section is voluntary, we strongly urge that all applicants complete this as part of the pre-employment process. Applicants so choosing, may identify on the form that have chosen not to provide the City of Stamford with the requested information by checking the appropriate box in section four. This information will not affect in any way your employment opportunities.

## GENERAL INFORMATION

Your Name \_\_\_\_\_ Date \_\_\_\_\_

Social Security Number (Last 6 digits) XXX \_\_\_\_\_

## STATISTICAL INFORMATION

Race/Ethnic Identification (Please check one)	
American Indian or Alaska Native <input type="checkbox"/>	All persons having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
Asian <input type="checkbox"/>	All persons having origins in any of the original peoples of Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
Black or African American <input type="checkbox"/>	(Not Hispanic or Latino origin). All persons having origins in any of the black racial groups of Africa.
Hispanic or Latino <input type="checkbox"/>	<input type="checkbox"/> All persons of Cuban, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race.
Native Hawaiian or Other Pacific Islander <input type="checkbox"/>	All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.
White <input type="checkbox"/>	(Not Hispanic or Latino origin). All persons having origins in any of the original peoples of Europe, the Middle East or North America.
Other <input type="checkbox"/>	Please Specify: _____

Job Classification
_____
Please write the title of the position for which you are applying in the box above, using the title of Job Announcement.

Gender	
Female	<input type="checkbox"/>
Male	<input type="checkbox"/>

## NON-PARTICIPATION

I have read the above statement and have chosen not to complete this form.

(Please check box if applicable)

## RECRUITING INFORMATION

How did you hear about this job? (Please check one)

- |                                                                     |                                                                     |
|---------------------------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Stamford Advocate                          | <input type="checkbox"/> Human Resources Division Bulletin Board    |
| <input type="checkbox"/> Other newspaper:<br>Please give name _____ | <input type="checkbox"/> Community Agency<br>Please give name _____ |
| <input type="checkbox"/> City Website                               | <input type="checkbox"/> Professional journal _____                 |
| <input type="checkbox"/> Internet<br>Please give name _____         | <input type="checkbox"/> Other: Please specify _____                |
| <input type="checkbox"/> City Employee                              |                                                                     |

MAYOR  
CAROLINE SIMMONS



DIRECTOR OF LEGAL AFFAIRS  
&  
CORPORATION COUNSEL  
THOMAS CASSONE

DIRECTOR OF HUMAN RESOURCES  
DR. PAULA RUSSELL NISBETT

CITY OF STAMFORD  
OFFICE OF LEGAL AFFAIRS  
HUMAN RESOURCES DIVISION  
888 WASHINGTON BOULEVARD  
P.O. BOX 10152  
STAMFORD, CONNECTICUT 06904-2152  
Tel. (203) 977-4070  
Fax: (203)977-4075

**DEPUTY DIRECTOR OF ENVIRONMENTAL HEALTH AND INSPECTIONS**

APPLICATION SUPPLEMENT #24- 18

EXPERIENCE AND TRAINING EXAMINATION

NAME \_\_\_\_\_

SOCIAL SECURITY NUMBER 000 - -  
(Last six digits)

This Application Supplement and a completed "Application for Examination or Employment" must be filed with the Human Resources Division by the last filing date noted in the job announcement or bear a postmark no later than the last filing date. Information submitted after the last filing date will not be considered. Incomplete or illegible application applications/supplements will be rejected.

The purpose of this supplement is to elicit specific information about your education and experience that can be used to determine if you meet the minimum qualification requirements. Applicants who do not meet the minimum qualifications for *Deputy Director of Environmental Health and Inspections* will be disqualified. Applicants are urged to carefully review the requirements before filing an application and to fully complete the application and the supplement.

**Please note that any information outlined in this Training and Experience Supplement must be supported by information provided on your application for employment or Examination.**

**AN EOE/AA EMPLOYER**

**MINIMUM EDUCATION AND EXPERIENCE**

Please note that applicants who do not meet the qualification requirements for the position of Deputy Director of Environmental Health and Inspections will be disqualified. Applicants are urged to carefully review the requirements before filing an application.

**EDUCATION:**

Do you possess a Bachelor's Degree Yes \_\_\_\_ No \_\_\_\_ Majors \_\_\_\_\_

Do you possess a Master's Degree Yes \_\_\_\_ No \_\_\_\_ Majors \_\_\_\_\_

**EXPERIENCE:**

a) Do you possess at least (4) years of experience as outlined below:

Experience in environmental control and management or inspectional work in a public health, industrial or regulatory agency.

Yes \_\_\_\_ No \_\_\_\_ No. of Years: \_\_\_\_\_

b) Do you possess a valid motor vehicle operator's license?

Yes \_\_\_\_ No \_\_\_\_

**SPECIAL REQUIREMENTS**

At time of appointment registration as a Registered Sanitarian (RS) or as Registered Environmental Health Specialist (REHS) in the State of Connecticut or ability to become registered within one year after assuming Directorship. Continued appointments will be contingent upon obtaining at least one registration.

- c) Are you a Registered Sanitarian (RS) or a Registered Environmental Health Specialist (REHS) in the State of Connecticut?

Yes\_\_\_\_ No\_\_\_\_ Please list which: \_\_\_\_\_

- d) If you answered no in "c" above; are you able to meet this special requirement within one (1) year of appointment?

Yes\_\_\_\_ No\_\_\_\_

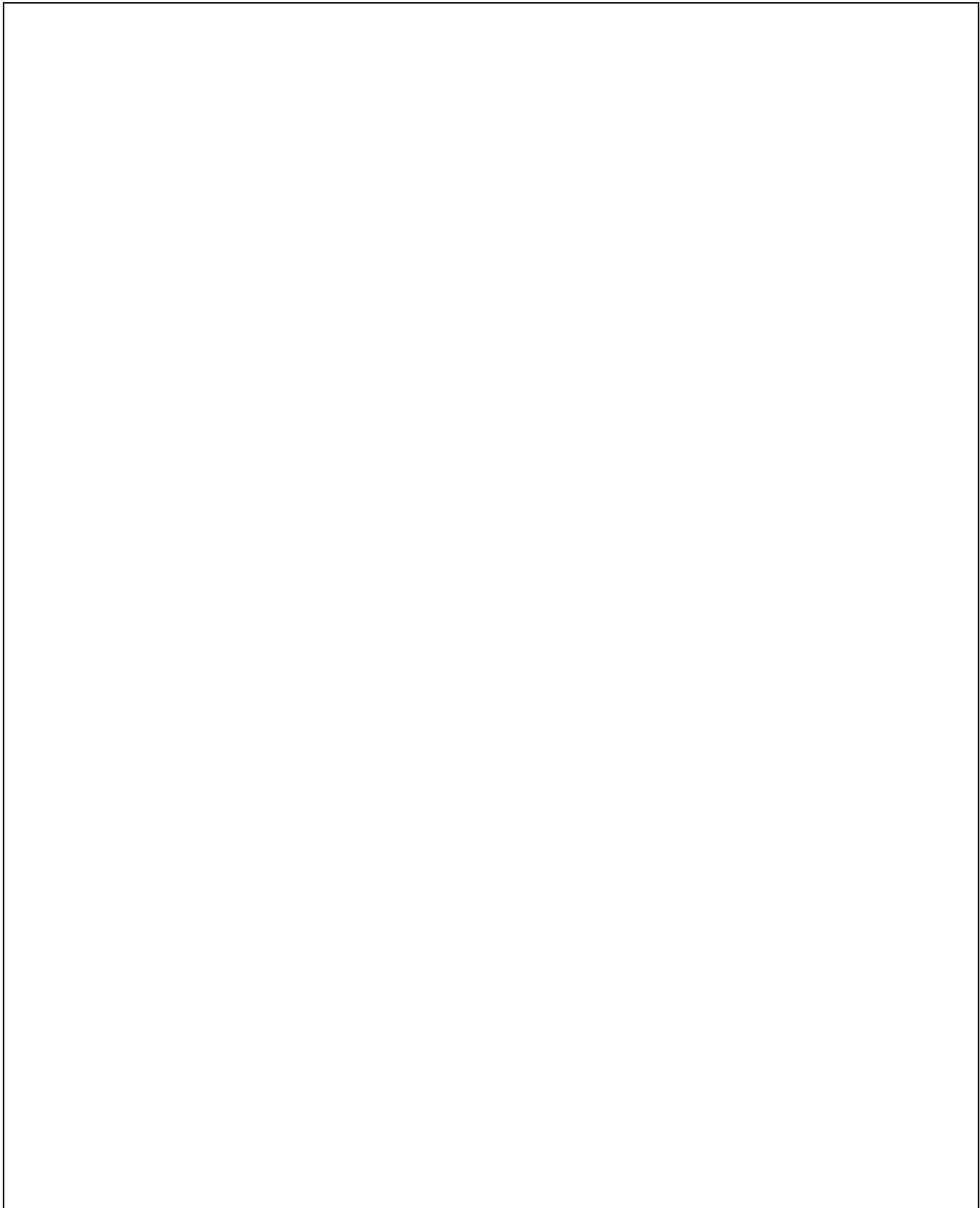
*For each of the questions listed below, use the space provided to respond.*

*Use additional pages if necessary*

Instructions: *after reading the summary outlined below, please answer the questions that follow. In your response, please use examples of your prior work experience and/or education.*

Summary: *The Deputy Director of Environmental Health and Inspections performs under the general direction of the Assistant Director of Health, Director of Environmental Health and Inspections assists with the overall management of the Environmental Health Division including but not limited to planning, organizing, and directing environmental health related activities. Assists with the enforcement of relevant sanitary and public health laws within the municipality.*

1. Using the **summary outlined above and the enclosed job specification**, please describe your ability to meet the requirements of the position as outlined in the job specification. In your response, please include any past work experience that provided you with the knowledge and necessary skills to meet these requirements.



2. This position will require the appointee to prepare annual budgets and reports. Please describe your experience with preparing budgets and reports.



3. This position assists with the environmental health department's revenue and expenses, program management, evaluation, and planning. Please describe your experience working in these areas.

4. The appointee assigns complaints, inspections, and investigations to Environmental Health Inspectors; supervises Health Department Inspectors, plans work schedules, monitors, and evaluates quality and quantity of inspections, reviews inspectors' decisions and actions; takes necessary steps to resolve violations and disputes. Please describe your experience in a supervisory role.

5. The appointee must be knowledgeable of the laws and procedures associated with public health programs, especially knowledge of current laws, policies, procedures, methods, and standards relating to environmental health and sanitation. Please provide examples of your experience in your response.

6. This position requires the candidate to possess thorough knowledge of public health standards, codes, and ordinances as they relate to housing, building, zoning, sanitation, and fire prevention. Please provide examples of experience in your response.

7. Please describe your experience coordinating or responding to after-hours emergency calls.

A large, empty rectangular box with a thin black border, intended for the applicant to describe their experience coordinating or responding to after-hours emergency calls.