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POSITION DESCRIPTION

Massachusetts Health Officers Association

Job Title: Tobacco Control Inspector **Reports to: Tobacco Control Director**
FLSA: Non-Exempt **Approved By/Date:**

General Summary

The Tobacco Control Inspector provides merchant education, retail inspections and compliance checks to tobacco vendors.

I. Essential Functions

- Accept weekly/monthly work assignments from the Tobacco Control Director.
- Complete all work assignments in the specified time period.
- Enter data into the POST system live in the field, and complete any necessary follow-up paperwork.
- Recruit buyers under the age of 21, and provide them with supervision during the compliance check process.
- Attend Board of Health/Court hearings as needed.
- Attend Tobacco Control meetings as needed.
- Conduct follow-up as directed by the Tobacco Control Director.
- Submit time sheets on a bi-weekly basis and expense documentation on a monthly basis.
- Perform other similar job-related duties as requested or required.
- Follow all provisions and policies contained in the MHOA Employee Handbook.

II. Job Requirements

Job Knowledge and Skills

- Broad knowledge of the functions of Boards of Health, including knowledge of tobacco issues and experience with enforcement related activities is preferred.
- Ability to meet specified timelines in an independent manner.
- Attention to detail and accuracy are essential.
- Participate in required and ongoing training.
- Ability to supervise people under the age of 21 is required.



- Ability to work independently or in a team environment as needed.
- Non-smoker and have a valid driver's license and personal vehicle for transportation. This vehicle must be in good working order, be registered and insured.
- Maintain a home office with internet and cellular communication.

Education/Experience

- Previous employment in tobacco control, health department inspections, or a bachelor's degree in public health are preferred.

An equivalent combination of education and experience which provides proficiency in the areas of responsibility listed above may be substituted for the above education and experience requirements.

III. Working Conditions/Physical Demands

This position works remotely. Significant automobile travel within Massachusetts is required.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities and skills required by individuals so classified. MHOA reserves the right to modify position duties at any time to reflect process improvements and business necessity.

Submit letter and resume to Sarah McColgan, smccolgan@mhoa.com

