



TOWN OF WAKEFIELD

Amy B. Forziati, Human Resources Director
aforziati@wakefield.ma.us

Karin Doucette, Payroll and Benefits Manger
kdoucette@wakefield.ma.us

JOB POSTING

Job Title	NU S-10 Public Health Inspector		
Status	35 hours, Full-time, Benefits, Non-Exempt		
Department:	Health	Posting Date:	June 7, 2022
Salary Range:	Up to \$63k annually	Internal Closing Date:	Open until filled
Union:	Non-union	External Applicants Considered:	Yes
Apply Online:	www.wakefield.ma.us/jobs		

The Health Inspector works under the daily supervision of the Senior Health Inspector to perform inspections to ascertain compliance with Board of Health regulations, City Ordinances and State rules and regulations in the Town of Wakefield.

RESPONSIBILITIES

- Respond to complaints in a professional and timely manner following standard operating procedures; provide customer service with tact, courtesy, sensitivity, and discretion in all dealings with internal and external customers.
- Perform a variety of inspections including, but not limited to, food establishments, recreational camps, tanning establishments, housing, public and semi-public swimming pools, subsurface wastewater disposal systems, lead paint, rodent, and vermin, noise, and nuisance.
- Cite and notify violators.
- Complete appropriate paperwork and documentation in a timely manner for enforcement and ensure corrective action.
- Respond sensitively and constructively to citizen complaints; provide customer service with tact, courtesy, cultural sensitivity, and discretion in all dealings with customers.
- Contribute to creating a collaborative work culture that appreciates diverse perspective and approaches matters with flexibility and cultural relevance.
- Perform other professional and administrative duties as assigned.
- Maintain knowledge of current developments in public and environmental health.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree in the sciences, public/environmental health, or related field or equivalent.
- One-year experience in public health or an equivalent combination of education and experience.
- Demonstrated experience in providing customer service to co-workers and residents with tact, courtesy, sensitivity, and discretion.
- Proficiency using MS Office Suite (Excel, WORD, and Outlook) with a demonstrated ability to learn new software programs.
- Currently a Registered Sanitarian or ability to obtain registration within a year of employment
- Ability to find solutions, use discretion and cooperate with customers.



- Lead Determination license or ability to obtain said license within a year of employment.
- Certified Pool Operator or ability to obtain registration within a year of employment
- Successful completion of Housing Certification course within a year of employment
- Meet requirements of Standard 2 of the FDA Voluntary Retail Food Program Standards within eighteen (18) months of hire.
- Valid and current MA Driver's License and a driving record which proves responsible and lawful driving habits.
- Knowledge of state public health regulations and laws & the ability to explain such information to the public.
- Demonstrated ability to work effectively with diverse constituencies and ensure a culturally sensitive approach.
- Excellent verbal and written communication skills.
- Skill in operation of appropriate equipment.
- Ability to maintain confidentiality.
- Ability to successfully pass a background check

PHYSICAL REQUIREMENTS

While performing this job, the employee must be able to drive a vehicle, climb stairs and possibly enter confined spaces and is required to sit, stand, walk, reach, climb, stoop, crouch, and twist. The employee is required to hear, feel, and talk. The employee is required to lift heavy objects up to 30 pounds and carry these objects short distances. The employee must have close, distance, and peripheral vision, depth perception and the ability to adjust focus. The employee must have the ability to work safely under difficult work situations, during inclement weather conditions including during rain, snow, wind and ice storms and freezing temperatures.

Affirmative Action/Equal Opportunity Employer:

The Town of Wakefield provides equal employment opportunities (EEO) to all employees & applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, The Town of Wakefield complies with applicable state & local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms & conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, & training.

The Town of Wakefield expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of the Town of Wakefield's employees to perform their job duties may result in discipline up to & including discharge.