

NOTICE OF VACANCY
August 15, 2022

POSITION: Public Health Inspector

DEPARTMENT: Health

STARTING SALARY: PR4 \$63,218.15 – \$69,802.45

HOURS: Monday, Wednesday, Thursday 8:30 am to 5:00 pm
Tuesday 8:30 am to 7:00 pm
Friday 8:30 am to 2:00 pm

Position Purpose:

The employee is responsible for the technical and inspectional work to promote and protect the public and environmental health of Framingham residents through the enforcement of state and local public health laws and regulations.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Conducts inspections to enforce state and local public health laws, rules, and regulations including but not limited to food establishments, housing, nuisance complaints (air, odor, trash, noise), tanning, swimming pools, bathing beaches, recreational camps for children, lodging houses, tobacco retailers, body art (establishments and practitioners), body work (establishments and practitioners), marijuana establishments, keeper of animals, private drinking wells, and title 5 (onsite sewage treatment disposal systems).
- Performs inspections of food establishments for compliance with state sanitary code; responds and investigates foodborne illness complaints and general complaints.
- Conducts housing inspections based on complaints to ensure compliance with Chapter II of the state sanitary code - Minimum Standards of Fitness for Human Habitation including enforcement of the Childhood Lead Paint Poisoning Prevention law (CLPPP) when applicable. Inspects rental units and properties in accordance with local regulations.
- Generates and issues correspondence such as inspection reports, orders to correct, plan review decisions, demolitions and cases for court proceeding relating to the department.
- Initiates court complaints and prosecute cases of non-compliance using administrative and/or judicial procedures.
- Inspects the installation of onsite sewage treatment disposal systems and witness's system abandonments. Observes operations performed by professional engineers and sanitarians on deep test holes, percolation tests and soil evaluations for septic systems, infiltration and drainage. Generates reports and conducts follow-up when needed.

- Conducts percolation tests and water table determination tests for septic systems and drainage.
- Reviews and approves construction plans for code requirements and permit applications for food establishments, body art and body work establishments, swimming pools, septic systems, marijuana establishments and private wells.
- Responds and investigates complaints related to nuisances, mosquitoes, and rodents.
- Acts as a liaison and represents the department on committees or meetings at the request of the Environmental Health Manager, Assistant Director and Director of Public Health Department.
- Serves as a public and environmental health educator to the community when necessary.
- Attends training and education seminars to keep up-to-date with public and environmental health laws, regulations, policy and procedures and best practices. Trainings/seminars are used to maintain credentials and certifications.
- Performs other related duties as required.

Recommended Minimum Qualifications

Education, Training and Experience:

Position requires at least an Associate's degree in environmental science, public health or related field (Bachelor's Degree preferred); one to three (1-3) years' experience in public and environmental health or related field; or any equivalent combination of education and experience. Currently holds or is working towards the following credentials: Registered Sanitarian (RS) or Registered Environmental Health Specialist (REHS/RS), CP-FS, Certified Pool Operator (CPO), Soil Evaluator, Lead Determinator, and Certified Food Manager. A valid Class D motor vehicle driver's license is required.

Knowledge, Ability and Skill:

Knowledge: Knowledge of federal and state laws, rules and regulations pertaining to public health and environmental health, and current inspection techniques.

Ability: Ability to plan, organize, communicate and collaborate with co-workers, other municipal colleagues and the public effectively and appropriately; ability to productively address all situations in the field and during emergencies; ability to communicate clearly, both orally and in writing; ability to operate a computer and proficient in the use of MS Office and database applications; ability to establish and maintain effective working relationships with municipal employees, City officials, state and federal regulatory agencies, board/committee members and the general public; ability to manage multiple tasks in a detailed, organized manner; ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure; ability to enforce laws, regulations and policies in an impartial consistent manner; ability to maintain confidential information, in accordance with the State's Public Records Law, regarding client records related to communicable diseases and lawsuits.

Skills: Excellent customer service and organization skills, excellent written and verbal communication skills, excellent computer skills including MS Office applications. The ability to communicate fluently in Spanish and/or Portuguese is a plus.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires some agility and physical strength, such as moving in or around construction sites or over rough terrain, standing, bending, kneeling and walking. Occasionally, work may require lifting and carrying objects or stretching and reaching to retrieve items. The position requires routine reading of documents, reports and the ability to determine color differences.

Supervision:

Employee is not required to supervise city employees.

Job Environment:

- Working conditions involve occasional exposure to unpleasant elements such as communicable disease, biohazards, radiation, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease when conducting field inspections.
- Employee may occasionally be required to work at heights or in confined, cramped quarters, or around machinery and its moving parts.
- Employee may occasionally be required to work beyond normal hours in response to planned or natural emergency situations and to attend evening meetings.
- Essential functions regularly present potential risk of personal injury which could result in loss of time from work including personal injury when exposed to communicable diseases or other hazardous materials. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, or boots may be required.
- Office work is performed under typical office conditions; work environment is moderately noisy.
- Operates an automobile, computer, calculator, telephone, copier, and other standard office equipment. Handles specific tools, equipment and chemicals during field work.
- Has access to department-related confidential and/or sensitive information including financial records, the disclosure of which would cause a significant breach of trust and seriously damage the reputation of the department.
- Poor judgment could result in department errors, lower standards of service to the community, monetary loss or legal repercussions, and possible negative public relations for both the department and the City.

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

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www.framinghamma.gov/jobs

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