



# Town of Halifax

499 Plymouth Street, Halifax, MA 02338

Robert Valery, Health Agent

781-293-6768

*\*This is a grant-funded position that is reliant on grant-funding. This position is currently funded until June 30, 2024. Potential for extension beyond June 30, 2024, is based on available funding and operational needs, but is not guaranteed.\**

## JOB POSTING

Job Title:	Public Health Inspector		
Status:	35 Hour, Full-Time, Exempt		
Department:	Health	Posting Date:	
Salary Range:	\$55,000 - \$62,000	Internal Closing Date	
Apply Online:	bob.valery@halifax-ma.org	External Applicants Considered:	

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

## BACKGROUND:

- The Town of Halifax Public Health Department has an exciting opportunity and is seeking to hire a new position that is grant funded. The new position is titled Inspectional Services and the mission is to enhance the existing capabilities and to achieve the mutual goals of the Public Health Departments located in Bridgewater, West Bridgewater, East Bridgewater, Middleboro & Raynham. The Public Health Departments are collaborating to strengthen Core Local Public Health Goals.

## RESPONSIBILITIES:

- 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, rodent, and vermin, noise, and nuisance.
- 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 prospective and approaches matters with flexibility and cultural relevance.
- Maintain knowledge of current development in public and environmental health.
- Other duties as assigned.

## QUALIFICATIONS:

- Demonstrate experience in providing customer service to co-workers and residents with tact, courtesy, sensitivity, and discretion.
- Bachelor's degree in the sciences, public/environmental health, or related field equivalent.
- One year experience in public health or an equivalent combination of education and experience.
- 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 2 years of employment.

- Ability to find solutions, use direction and cooperate with customers.
- Oral Written Skills
- 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.
- 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 as 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, ice storms and freezing temperatures.

**Health Goals:**

- Core Public Health Goals:
  - *“Strong & Equitable disease prevention through education, disease tracking, promoting access to vaccines, disease data collection & enforcement of existing state sanitary codes to prevent disease by a permitting or inspection process and to abate complaint-based nuisance conditions.”*

**Affirmative Action/Equal Opportunity Employer:**

- The Town of Halifax 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 Halifax complies with applicable state & local laws governing nondiscrimination in employment in every location in which the municipality has facilities. This policy applies to all terms & conditions of employment, including, recruiting, hiring, placement, promotion, layoff, recall, transfer, leaves of absence, compensation & training.

The Town of Halifax 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 Halifax's employees to perform their job duties may result in discipline up to and including discharge.

**Interested candidates should forward their resume along with a cover letter to:**

Halifax Board of Health  
 499 Plymouth Street  
 Halifax MA 02338.  
 Attn: Health Agent