

# Charlton Coalition for Public Health

## Regional Health Inspector

On behalf of the Charlton Coalition for Public Health, the Town of Charlton seeks a Regional Health Inspector. The chosen candidate will be hired by the Town of Charlton, and will provide services to the towns of Charlton, Spencer, Sturbridge, Sutton, and Wales.

### **Background**

Boards of Health in this region agree that there has been one positive from the pandemic: a cooperative spirit among local public health in Central Mass and across Massachusetts, which has been a consistent source of support through the most trying times. Towns collectively navigate rapidly updating workplace safety guidelines, public messaging, Governors' orders, and share tips on contact tracing, testing, and vaccination efforts. This shared experience has fostered cross-jurisdictional relationships that have left this area well-primed for further regional collaboration. This position is funded by a Public Health Excellence Grant through the Department of Public Health. The grant has a two-year term subject to funding from the Commonwealth of Massachusetts, and probable continuation following that term.

### **Statement of Duties**

Employee is responsible for the performance of technical and inspectional work to promote and protect the public health of CCPH residents through the enforcement of state and local public health laws and related to food and housing. Employee is required to perform all similar or related duties.

### **Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. CCPH understands that the job functions may shift based on the qualifications and experience of the employee. 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.*

- Enforces state and local public health laws, rules, and regulations primarily for but not limited to food service establishments and housing.
- Inspects food service establishments and retail stores for compliance with state sanitary code; monitors food establishment test results. Conducts food establishment complaint and food borne illness investigations, contacts state officials, and consults with physicians and lawyers; submits required reports and final analysis to appropriate state and local departments or agencies.
- Conducts housing inspections to ensure properties conform to state sanitary code. Inspects rental units and properties subject to public complaints as part of routine sanitary code enforcement.

- Prepares order letters seeking enforcement of violations. Prepares documents in support of public health hearings and department enforcement actions, hearings, legal actions as well as presentation of public health rationale for enforcement in court.
- Serves as a public health educator, conducting food service seminars and providing education on housing regulations.
- Maintains knowledge and expertise in relevant areas of public health, housing and environmental issues in order to maintain required licenses and certifications and changes in pertinent public health laws and regulations as well as enforcement practices.
- Participates in public health programs in the communities as required.

### **Supervision Required**

Under the general supervision of the CCPH, and direct supervision of the Charlton Health Director, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor and CMRPC aware of progress. When the employee is working for a member Town, they should rely on that Town's BOH and BOH staff for guidance and review.

### **Supervisory Responsibility**

Employee is not required to regularly supervise Town employees.

### **Confidentiality**

Employee has access to confidential information in accordance with the State's Public Records Law such as department and client records related to communicable diseases, and lawsuits.

### **Judgment**

Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, interpret, select and apply the most pertinent practice, procedure, regulation or guideline.

### **Complexity**

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation. Prepares documents for public health hearings and legal actions taken by the Department.

### **Work Environment**

Working conditions involve occasional exposure to intermittent machine or related noise or a combination of unpleasant elements such as communicable diseases, 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 or cramped quarters, or work around machinery and its moving parts. The employee is required to work beyond normal business hours in response to planned or natural emergency situations and to attend evening meetings.

### **Nature and Purpose of Relationships**

Employee is in communication constantly; with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee, on behalf of the department, communicates departmental practices, procedures, regulations or guidelines. Required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

### **Accountability**

The nature of work increases the probability that errors could be serious. Consequences of errors, missed deadlines or poor judgment may include significant monetary losses, waste of material, legal repercussions, and or personal injury when exposed to communicable diseases or other hazardous materials as part of day-to-day operations.

### **Occupational Risk**

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 and other hazardous materials. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, or boots may be required.

### **Recommended Minimum Qualifications:**

#### Education and Experience:

Position requires a High School Diploma or Equivalent

#### Special Requirements: valid Class D motor vehicle driver's license

Special Requirements to be completed after Hire: Registered Sanitarian (RS) or equivalent within 6 years of hire; Foundations in Public Health course within 18 months; As applicable, specific certifications for inspections performed, such as soil evaluator, system inspector, food inspector training, housing inspection training, certified pool operator/certified pool inspector, lead determinator within 1 year of hire

### **Knowledge, Abilities and Skill**

Knowledge: Thorough knowledge of food service regulations, and all other laws, rules, and regulations pertaining to housing. Working knowledge of current inspection and control procedures.

Ability: Ability to meet and work with municipal colleagues and the public effectively and appropriately; ability to effectively handle problems in the field and during emergencies; ability to communicate clearly, both orally and in writing; ability to operate a computer; ability to maintain confidential information; ability to maintain, manage, and organize

records; ability to establish and maintain effective working relationships with municipal employees, Town officials, state regulatory agencies and disgruntled members of the public. Ability to manage multiple tasks in a detailed and organized manner. Ability to enforce laws and regulations in an impartial manner and consistent manner.

Skill: Excellent organizational skills; Intermediate or higher-level skill in Microsoft Office suite; proficient oral and written communication skills. Proficient use of Spanish and/or Portuguese is a plus.

## **Physical and Mental 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 position's essential functions.*

Physical Skills: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting objects and carrying them. There also may be a need for the employee to stretch and reach in order to retrieve materials.

Motor Skills: Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting of papers, or operating a motor vehicle.

Visual Skills: Position requires routine reading of documents and reports for understanding. Employee is required to determine color differences.

## **Supplemental Information**

This is a full-time position. Starting salary will range from \$65,000 to \$75,000 depending on qualifications and experience. Employee will be hired as a 1099 independent contractor. This position is exempt under the guidelines of the federal Fair Labor Standards Act.

The Central Massachusetts Regional Planning Commission is assisting with the hiring process by vetting candidates and presenting options to the hiring committee. A resume and letter of interest should be emailed to:

James Philbrook: James.Philbrook@townofcharlton.net and

Ethan Melad: emelad@cmrpc.org.

This position is open until filled. Candidates must have legal authorization to work in the USA.

Each Town is an Equal Opportunity/ Affirmative Action Employer. Your opportunity for employment will be based only on your merit, without regard to race, religion, sex, age, national origin or disability.