



TOWN OF BURLINGTON

Human Resources Department

Joanne M. Faust, SPHR, Human Resources Director

Cheralyn Rosati, Human Resources Coordinator

Notice of Job Vacancy – Board of Health Health Inspector

Reporting to the Director of Public Health for the Town of Burlington, the Health Inspector is responsible for enforcing the provisions of various federal, state and local public health laws and regulations for the Tri-Ton Coalition, an inter-municipal shared services program serving the Towns of Burlington, Lexington, and Wilmington.

Essential functions include, but are not limited to:

- Administers and enforces the provisions of federal, state and local public health laws and rules, regulations and programs. Works with permit holders and the public to achieve compliance; reports to the Director of Public Health concerning compliance. Includes the inspection of food service establishments, housing, nuisance and other complaints, and other areas required by law.
- Maintains data/records using departmental records management software. Supplies and generates inspection reports.
- Attends classes and other Town offered trainings to maintain current knowledge of required equipment and procedures.
- Performs other duties related to the primary scope of the position as required.

Minimum qualifications include an Associate's Degree in science or public health, or a related field. Must obtain certification as a Registered Sanitarian within two years of hire. Ability to enforce and interpret regulations firmly, tactfully, and impartially. Tasks require the ability to exert light physical effort, which may involve some lifting carrying, pushing and/or pulling of objects and materials of moderate weight (25-50 pounds). Frequently required to climb, reach, bend, and kneel in order to access areas of inspection.

This is a part time, grant funded position through June, 2025 with potential to expand beyond that. Starting salary is \$35.00 per hour with a maximum of 19 hours per week.

Apply at <https://burlington.catsone.com/careers> (preferred). Alternatively, applications may be obtained at Town Hall or at www.burlington.org and directed to:

Joanne Faust, Human Resources Director
Town of Burlington
29 Center Street
Burlington, MA 01803

Position will remain open until filled.

POST: Town Hall, Town Hall Annex, Human Services Center, Library, DPW, Recreation Maintenance, Police and Fire Departments

PLEASE NOTE: MA General Laws mandate that any individual having direct contact at any time with either children or senior citizens be subject to CORI screening by the Criminal History Systems Board. Any conditional offer of employment is contingent upon acceptable CORI results.



29 CENTER STREET • BURLINGTON, MASSACHUSETTS 01803 • TEL (781) 505-1160 • FAX (781) 238-4696
www.burlington.org • hr@burlington.org

The Town of Burlington is an Equal Opportunity Employer