

Job Title: Health Inspector	Hours per week: 37.5 hours	FLSA Status: Full Time
Reports to: Director of Public Health	Employer: Quabbin Health District; 126 Main Street, Ware MA 01082	Starting Salary Range: \$59,785.90 - \$64,382.88

**HEALTH INSPECTOR
(Quabbin Health District)**

Statement of Duties:

To promote and protect the public health of our residents through the enforcement of state and local public health laws and regulations as well as providing public health education. Inspectional and technical work related to the enforcement and interpretation of public health, sanitation and environmental laws and regulations for the Quabbin Health District, which serves the Towns of Pelham, Belchertown, and Ware.

Supervision:

Works under the general administration of the Director of Public Health and under the policy direction of the Quabbin Health District Board of Directors; works in accordance with applicable provisions of the Massachusetts general laws and local bylaws of the three communities; employee functions independently referring specific problems to supervisor only where clarification or interpretation of District policy or procedures is required.

Work Environment:

Administrative work is performed under typical office conditions. Frequent inspectional work is performed under varying conditions, with exposure to various weather conditions, the hazards associated with construction sites, and potential chemical and biological hazards.

Regularly operates a motor vehicle and independently travels to various work related locations. Frequently operates inspectional equipment related to food, pools/saunas, and housing inspections such as infrared thermometer, pH meter, sodium sulfide for lead testing, and various reagents for testing the water quality of pools and saunas.

Makes frequent contacts with the general public, other Town departments, businesses, contractors, real estate agents, state and federal regulators, social service agencies, and attorneys. Contacts are in person, by telephone, in writing and by email requiring explanation of programs, policies, regulations and details.

Judgement: Performs varied and detailed inspectional duties of a technical nature requiring the exercise of sound judgment and initiative in ensuring compliance with proper standards and the enforcement of laws and local regulations.

Confidentiality:

Work requires occasional contact with the general public, regular contact with all town departments, state, federal and private organizations, requiring administrative and technical knowledge and ability.

Has access to Town confidential information, such as passwords, permissions, records, documents, contract information and personnel information.

Errors in either the technical application of recognized public health procedures, or in the interpretation of related information, could seriously endanger public health and safety, result in inadequate conditions of sanitation, have legal and financial ramifications, and cause severe adverse public relations for the District.

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.)

- ❖ Food Establishment Inspections: conducts comprehensive inspections of all permitted food establishments to ensure they are in compliance with the state, federal, and local regulations.
- ❖ Educates and offers guidance in helping businesses achieve compliance with food code requirements.
- ❖ Recommends suspension or closure in the event that critical violations are not corrected in the ordered timeline or if imminent health hazards exist.

- ❖ Housing Inspections: performs inspections of rental housing either as a result of an occupant's complaint or at the request of the owner prior to rental. In both cases, the inspection is performed to identify violations and cite violations of the state sanitary code. Reports and letters are prepared for both the owner and occupant to cite violations and order corrective action.

- ❖ Occasionally represents the District Towns in Housing Court proceedings as related to inspections performed.

- ❖ Lead Paint Determination: upon a rental housing inspection, tests paint to determine the presence of lead if a child under the age of 6 resides in the home and it was built before 1978.

- ❖ Nuisance Complaints: receives and investigates complaints on environmental health matters including, but not limited to, water supply, tobacco, private sewage disposal, housing, food handling, camps, public swimming pools and beaches, public nuisances; as well as air, noise, and water pollution.

- ❖ Documentations: prepares order letters seeking enforcement of violations pertaining to state, federal, and or local regulations. Prepares documents in support of public health hearings and department enforcement actions, legal actions as well as presentation of public health rationale for enforcement in court.

- ❖ Soil Evaluations: serves as a witness of engineers performing soil evaluations of deep observation holes and percolation tests prior to the design of septic systems. Establishes where estimated seasonal high ground water marking is located. Ensures that soil evaluators are following all local and state regulations.
- ❖ Plan Reviews: reviews plans for both proposed septic systems, new food establishments, and new semipublic/public swimming pools. Ensures that the plans meet the laws and regulations set forth in their respective codes. Corresponds with plan designer/engineer if the plan does not meet regulations or if there is clarification needed. Approves or denies plans without local upgrade approval requests or variances.
- ❖ Septic System Inspections: observes septic systems after their installation, before backfilling components. Ensures that the installed system matches the system designed on the plan and is in compliance with state and local regulations. Signs certificate of compliance when system is properly installed, or contacts engineer to make recommendations when system does not match the plan.
- ❖ Tanning Inspections: conducts inspections of tanning salons in order to ensure compliance with state regulations. Ensures that the salons are following all regulations to reduce the threat of harmful radiation exposure.
- ❖ Pool/Bathing Beach inspections: conducts inspections of local bathing beaches and public/semi-public pools. Ensures that the concentration of disinfectants and other chemicals is within the appropriate range, inspects all pool equipment to verify working condition. Determines closure of the pool/beach in the event of serious violations, reopens when the violation(s) is corrected.
- ❖ Tattoo/Body Art Inspections: inspects local body art establishments to ensure compliance with local regulations. Reviews lab reports to ensure that equipment is being properly sanitized when applicable.
- ❖ Recreational Camps for Children: ensures that recreational camps comply with all state and local regulations. Reviews camp policy and procedures and makes recommendations for changes that better meet regulations. Conducts on-site inspections of facilities including the kitchen and dormitories. Issues permits to camps that have met all requirements.
- ❖ Beaver Permits: issues permits that allow the trapping of beavers in the community during non-trapping season per state regulations. Inspections of the affected site and judgement is crucial in determining whether an emergency exists to allow for issuing these permits.
- ❖ 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 community as required.
- ❖ Maintains a database to track all health inspections, septic, percolation tests and other environmental health matters for annual reporting.
- ❖ May be required to occasionally serve on-call to respond to emergency situations off-hours. Occasionally required to attend local board of health meetings, work evenings and weekends.
- ❖ Performs similar or related work as required, directed or as the situation dictates.

Minimum Qualifications:

Education, Training and Experience:

Bachelor’s degree in public health or related field; two – three years of experience; or any equivalent combination of education, training, and experience. Must possess and maintain a valid driver’s license. Proper donning and use of personal protective equipment may be required.

Specific Certifications for Inspections: or must obtain within 1 year of hire:

- ❖ MA Soil Evaluator
- ❖ MA Title 5 System Inspector
- ❖ Lead Inspector or Determinator DPH
- ❖ ServSafe Food Protection Manager Certification
- ❖ Certified Pool Operator
- ❖ MA PHIT related trainings & certifications

- ❖ MA Board of Registration – Registered Sanitarian License or must obtain within 6 years of hire.
- ❖ LPHI Foundations Course or must obtain within 18 months of hire.

Knowledge, Ability and Skill:

Knowledge: Comprehensive knowledge of the practices and administration of public health. Extensive knowledge of the applicable federal, state, and local laws and regulations relative to environmental and public health. Comprehensive knowledge of the state sanitary codes. Knowledge of community needs assessment, resources and organizations related to public health. Thorough knowledge of approved methods and equipment used in conducting food inspections and other public health inspections as well as working knowledge of current inspection procedures.

Ability: Ability to: Meet and work with municipal colleagues and the public effectively and appropriately, to effectively handle problems in the field and during emergencies; to communicate clearly, both orally and in writing; to operate a computer; to maintain confidential information; to maintain, manage, and organize records; to establish and maintain effective working relationships with municipal employees, coworkers, Town officials, state regulatory agencies and disgruntled members of the public. Ability to manage multiple tasks in a detailed and organized manner and prioritize workload; and to enforce laws and regulations in an impartial and consistent manner.

Skill: Excellent planning and organizational skills. Excellent employee relations and customer skills. Intermediate or higher-level skill in Microsoft Office suite including Excel; Power Point; and Word; proficient oral and written communication skills. Skilled in website utilization, online permitting and tablet based inspectional software use. Moderate skill in utilizing GIS to find information about properties in the Towns.

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.

- ❖ Minimal physical effort required to perform functions under typical office conditions.
- ❖ Position requires the ability to operate a keyboard and standard office equipment at an efficient speed. The employee is required to use hands to finger, handle or feel objects tools, or controls, and to reach with hands and arms.
- ❖ The employee is frequently required to sit, talk, and hear.
- ❖ Occasionally may be required to lift objects up to 60 pounds.
- ❖ Specific vision requirements include close vision, distance vision, and the ability to adjust focus.

To apply for the position please send request or resume with cover letter to Administrative Assistant, Betty Barlow. Email to bbarlow@townofware.com or mail to Quabbin Health District ATTN: Betty Barlow; 126 Main Street, Ware MA, 01082.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)