

**Town of Arlington
Department of Health and Human Services
Office of the Board of Health**

**HEALTH COMPLIANCE OFFICER (INSPECTIONS)
Salary Range (\$64,092- \$82,795/year)**

[Apply at Town of Arlington](#)

Definition

Inspection and technical work in the enforcement and interpretation of applicable local, state and federal codes and regulations relating to public health and human services.

Supervision

Works under the general direction of the Director of Health and Human Services.

Performs responsible work which involves the exercise of judgment in enforcement of law and referral to support services/agencies. Performs duties requiring initiative and judgment to plan, organize and implement programs.

Provides supervision for up to three college interns/co-op students with responsibility for development of curriculum and assigning and reviewing work performed.

Work Environment

Most work is performed under typical office conditions; work in the field is regularly performed under varying conditions, with exposure to the hazards associated with inspection sites, including chemicals, communicable diseases, odors, extreme heat/cold, cramped and/or littered spaces, insects/rodents. The work load is subject to seasonal fluctuations.

The employee operates standard office equipment.

The employee has regular contact with local, state and federal agencies and the public requiring perceptiveness, persuasiveness and discretion.

The employee has access to confidential information pertaining to communicable diseases and medical records.

Errors could result in delay or loss of service, adverse public relations, personal injury or injury to others, and legal and/or financial implications.

The employee is on call for public health emergencies as mandated by the Centers for Disease Control (CDC).

Essential Duties and Responsibilities

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.

Participates in the development of town rules, regulations and policies related a wide variety of public health issues. Assists in the preparation and drafting of legislation for consideration by Town Meeting.

Conducts proactive tobacco enforcement program intended to eliminate the sale of tobacco products to minors and enforces smoke free workplaces law. Conducts follow up with violator and files criminal complaints in court as necessary.

Prepares reports of work and reports results to town, state and federal officials.

Performs similar or related work as required, or as situation dictates.

Conducts inspections and enforces regulations on wide variety of public health issues; drafts order letters, conducts follow-up and files complaints in court for non compliance.

Attends or participates in town or regional committee conferences or other meetings.

Stays current in the field of public health and related matters.

Under the direction of the Director of Health and Human Services works with regional planning partners to ensure town is prepared for public health emergencies.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in public health or a related field; three years of public health experience; or an equivalent combination of education and experience.

Knowledge, Ability and Skill

Knowledge of laws, rules and regulations pertaining to public health.

Ability to enforce and interpret regulations to the public firmly, tactfully, and impartially.
Ability to communicate effectively, orally and in writing.

Skill in communicating rules and regulations. Computer skills, oral and written skills.
Planning and organizational skills. Mediation skills.

Valid Massachusetts driver's license required.

Physical Requirements

Work performed in the office requires minimal physical effort. Moderate physical effort is required when conducting field work. The employee may be required to lift and/or move materials weighing up to 30 pounds. Agility is required to access all areas of an inspection site including the ability to climb or balance, reach with hands and arms, kneel, crouch or crawl, often times in tight spaces. Performance of duties requires the employee to speak and hear. Vision requirements include the ability to read routine documents and operate an automobile.

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.