

Town of Middleton

RE-POST

Position: Shared Public Health Inspector for the Essex County Tri-Town Health Initiative

Department: Health Department, Town of Middleton

Expected Payment: \$35.00-40.00 /hr.

Hours: Up to 30 hours/week

As this is a grant-funded position, your job will depend upon the continued funding of the Public Health Excellence Grant for Shared Services.

To Submit: Submit qualifications to hr@middletonma.gov. Position open until filled. Resume review begins July 17, 2023.

The Essex County Tri-Town Public Health Initiative seeks an Environmental Health Inspector to work with towns of Boxford, Middleton, Topsfield. The Tri-Town Public Health Initiative, based out of the town of Topsfield, is a new and exciting shared health initiative among the towns and this inspector will be part of a collaborative response to manage and perform essential public health inspections necessary to support healthier communities. This position will provide resources to all three communities, but be an employee of the Town of Middleton.

The inspector will provide inspectional services in areas listed below:

- 1) Routine and compliant housing inspections and other investigatory work pertaining to the enforcement of Minimum Standards of Human Habitations and other local by-laws and ordinances. Inspections may be performed in hotels, motels, cabins, trailer parks, private homes, condos, or anywhere else accommodations are afforded. The Public Health Inspector may also be involved with administrative hearings, request court action in accordance with established policies and procedures, attend court hearings, or other actions as required by the local jurisdiction.
- 2) Routine and compliant food inspections pertaining to the enforcement of the Minimum Sanitation Standards for Food Establishments and other local by-laws and ordinances. Inspections may include restaurants, retail stores, snack bars, commissaries, mobile food vendors, farmers' markets, bakeries, catering establishments, home food kitchens, carnivals, food manufacturing facilities and other establishments to ensure compliance with appropriate laws, regulations, rules, and Town by-laws.
- 3) Environmental Health Services for items not listed above that may include, but not limited to inspections/work related to semi-public pools, tanning salons, domestic wells, wastewater systems, soil evaluations, and others as directed.

All inspections shall follow risk-based inspectional programs established by the towns.

The inspector will provide inspectional services for weekday and weekend events as well as for seasonal regulated activities (e.g., festivals, fairs). As a contracted position serving in a shared function, the inspector may perform services in a lead role or in an assistant role to a health current health agents or inspectional staff.

MINIMUM REQUIREMENTS

- Bachelor's Degree in public or environmental health science or a related field.
- One year of related experience in public health or environmental health is preferred or an equivalent combination of education and experience
- Ability to successfully complete the Massachusetts Public Health Inspector Training (PHIT)
- Valid Massachusetts Driver's License, Class D
- Provide Personal Liability Insurance Policy and Ability to perform such duties/tasks under his/her own independent business/trade and professional licensure.

REQUIRED CREDENTIALING DURING EMPLOYMENT:

- Foundations for Local Public Health Practice course within 1 year of hire

ADVANTAGEOUS REQUIREMENTS

- Certified Pool Operator
- MA State Soil Evaluator
- Certified Food Protection Manager
- Registered Sanitarian/Registered Environmental Health Scientist

SUPERVISION

The contracted position will take direction and assignment on inspectional activities from the Local Health Directors of the three towns in the Essex County Tr-Town Public Health Initiative. Daily oversight and contract management will be provided by the Town of Middleton.

WORK ENVIRONMENT

Administrative work is performed in office conditions. Inspection work is conducted in the field at local properties. Personal protective equipment may have to be worn in the field due to the possible exposure to unsafe or unsanitary conditions such as exposure to sewage, exposure to insect or rodent infestations, exposure to unsafe buildings, exposure to lead and asbestos, or other hazards.

The employee must operate standard office equipment, hand tools, environmental testing devices, and an automobile.

The employee has regular contact with the general public, other town inspectional personnel, and state regulatory agencies.

Errors could result in personal injury, injury to others, or delay or loss of service.

PHYSICAL REQUIREMENTS

- Minimal physical effort is required when performing office work; moderate physical effort is required to perform field work.
- The employee is frequently required to stand, walk, sit, speak and hear, reach with hands and arms, use hands to operate equipment, stoop, bend and carry equipment; may be required to lift up to 30 pounds. Physical agility is required to access all areas of inspection sites.
- Vision requirements include the ability to read technical documents and plans, use a computer and operate a motor vehicle.

HEALTH INSPECTOR

Position Purpose:

Position is responsible for inspection and technical work related to the enforcement and interpretation of applicable health and safety codes, protection of the environment and other related work for Middleton, Topsfield, and Boxford.

Supervision:

Supervision Scope: Exercises independent judgment and initiative in the planning, administration and execution of the department's services, in the interpretation and application of laws, regulations and procedures. Reports unique or complicated issues to the Health Director of the community in which the issue is occurring.

Supervision Received: Works under the administrative direction of the Local Health Directors of the three towns in the Essex County Tr-Town Public Health Initiative. Daily oversight and contract management will be provided by the Town of Middleton.

Supervision Given: None

Job Environment:

Administrative work is performed under typical office conditions. Frequent inspection work is performed under varying conditions, with exposure to various weather conditions, the hazards associated with construction sites, and the hazards associated with exposure to communicable diseases and hazardous waste. Incumbent is required to attend night meetings.

Operates telephone, standard office equipment, automobile/light truck, thermometers, tape measure, and chemical test kits.

Makes frequent contacts with other town departments/boards/committees, health care professionals and organizations, contractors, local/state agencies, and the general public; contact is by telephone, in writing, electronic mail (email) through personal meetings, and meetings with groups and requires considerable persuasiveness and resourcefulness to influence the behavior of others.

Has access to all department-oriented confidential information including personnel records, pending public health-related law suits, criminal investigations and other sensitive information.

Errors 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 Department and for the Town.

Essential Functions:

Middleton, MA
Health Inspector

(The essential functions or duties listed below are intended only as examples 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.)

Routine and compliant housing inspections and other investigatory work pertaining to the enforcement of Minimum Standards of Human Habitations and other local by-laws and ordinances. Inspections may be performed in hotels, motels, cabins, trailer parks, private homes, condos, or anywhere else accommodations are afforded. The Public Health Inspector may also be involved with administrative hearings, request court action in accordance with established policies and procedures, attend court hearings, or other actions as required by the local jurisdiction.

Routine and compliant food inspections pertaining to the enforcement of the Minimum Sanitation Standards for Food Establishments and other local by-laws and ordinances. Inspections may include restaurants, retail stores, snack bars, commissaries, mobile food vendors, farmers' markets, bakeries, catering establishments, home food kitchens, carnivals, food manufacturing facilities and other establishments to ensure compliance with appropriate laws, regulations, rules, and Town by-laws.

Environmental Health Services for items not listed above that may include, but not limited to inspections/work related to semi-public pools, tanning salons, domestic wells, wastewater systems, soil evaluation, body art, and others as directed. Inspections will need to be uploaded to the online permitting platform within one week of inspection date. Pen and paper inspections will need to be hand delivered to the Health Department Office within one week of inspection.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training, and Experience:

Bachelor's degree in Public Health or environmental health science or a related field. One year of related experience is preferred, or a combination of education and experience.

Ability to successfully complete the Massachusetts Public Health Inspector Training (PHIT)

A valid motor vehicle operator's license

Provide Personal Liability Insurance Policy and Ability to perform such duties/tasks under his/her own independent business/trade and professional licensure.

Ability to complete Foundations for Local Public Health Practice course within 1 year of hire.

Advantageous Requirements:

- Certified Pool Operator
- Certified MA State Soil Evaluator
- Certified MA State Septic Inspector
- Certified Food Protection Manager
- Registered Sanitarian/Registered Environmental Health Scientist within 2 years 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 pertaining to environmental and public health. Extensive knowledge of public health related fields such as epidemiology, disease prevention, environmental health, and/or industrial hygiene.

Ability: Ability to read, analyze, and interpret common health and medical journals, financial reports, and legal documents. Demonstrated ability to formulate department goals and objectives. Ability to prepare technical and statistical reports for state and local officials. Ability to communicate effectively and efficiently verbally and in writing at all times. Ability to delegate responsibility and work well with subordinates. Ability to work effectively under time constraints to meet deadlines. Ability to supervise and coordinate and to establish and maintain effective working relationships with employees, board/committee members, officials and the general public.

Skill: Skill in all of the above listed tools and equipment.

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. Regularly required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms, bend and stretch to reach low and high shelves; employee must be able to smell. Ability to access all areas and levels of a construction site; frequently required to spend several hours walking or standing. Ability to use a keyboard at an efficient speed. Certain tasks require lifting print and other materials, office equipment and supplies weighing up to 50 pounds. Vision and hearing at or correctable to normal ranges; ability to distinguish colors.

(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.)