



BARNSTABLE COUNTY JOB DESCRIPTION

Title: Housing Field Instructor	Classification: Barnstable County
Department: Health and Environment	Grade: Equivalent to grade 9, 100% grant funded
Reports to: Shared Services Program Manager	FLSA Status: Non-Exempt
Effective Date: October 2023	Union Status: Non-Represented
Job Class: 1037	Location: HLTE

Summary

Instructor position for the training and support of municipal staff to ensure uniform enforcement of 105 CMR 410.00: Minimum standards of fitness for human habitation (State Sanitary Code, chapter II); all other related work, as required. The position provides training services to municipal staff in the Southeast region of the State including the Islands of Martha's Vineyard and Nantucket.

Supervision

Works under the general direction of the Shared Services Program Manager of the Department of Health and Environment and in accordance with professional standards; responsible duties require professional judgment in promoting and implementing public health programs.

Expected to function as subject matter expert and perform a variety of duties related to field training for the enforcement and interpretation of public health, sanitation, and environmental laws and regulations related to housing.

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.

Attendance at Barnstable County PHE (Public Health Excellence) and local Board of Health meetings may be required. Works in collaboration with the Health Director/Agents within the Training Hub service area.

Works with the Massachusetts Department of Public Health (MDPH) OLRH (Office of Local and Regional Health) and the designated Public Health Excellence (PHE) leads/coordinators for the Field Training Hub (FTH) to review PHE information and data regarding field training gaps and needs and identify staff for field training.

Attends trainings provided by MDPH Central Trainers and be prepared to raise any region specific challenges that they can help Field Trainers plan for.

Works with MDPH Central Trainers to refine the standardized curricula for the field training to incorporate region specific nuances/challenges.



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Sets up the logistical needs for the field training sites and establishments being inspected to ensure accessibility and safety.

Designs and provides structured learning plans for hands on and accessible field-based training predicated on MDPH standardized curricula.

Creates, with the consultation of the MDPH Central Trainers, resources or learning aids.

Must be available to PHE training participants to respond to questions and challenges.

Participates in central meetings or learning collaborative along with other Field Trainers.

Provides requested reporting and assists administrative staff in required reporting on trainings and trainees.

Maintains or seek relevant credentialing and attend relevant professional development training along with the centralized required training.

Works with the Senior Field Operations Coordinator to promote and increase access to credentialing.

Assists in the OLRH evaluation of the (FTH) model.

Expected to travel to towns in SE Massachusetts including the Islands of Martha's Vineyard and Nantucket, and must have own reliable transportation to commute to and from training sites (mileage to be reimbursed).

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

Recommended Minimum Qualifications

Education and Experience

Bachelor's degree in public or environmental health, minimum 3-5 years' experience with housing code enforcement or inspection, or an equivalent combination of education, training and experience.

Certifications

Certified as a National Environmental Health Association (NEHA) Registered Environmental Health Specialist or Registered Sanitarian (REHS/RS) preferred or must obtain within 18 months of hire; Licensed Lead Determination Inspector preferred; Massachusetts Class D motor vehicle operator's license required.

Knowledge: In-depth knowledge of 105 CMR 410.00: Minimum standards of fitness for human habitation (State Sanitary Code, chapter II). Knowledge of how to identify violations of



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standards, cite appropriate sections, complete a housing inspection, and write and serve correction orders.

Ability: Ability to interact in a positive and effective manner with tenants, property owners, citizens, and the general public; ability to use field equipment pertaining to inspection of dwelling sites including but not limited to thermometers, flashlight, outlet testers and carbon monoxide testers; ability to exercise independent judgment. Ability to maintain accurate records, write concisely, express thoughts clearly and to develop ideas in a logical sequence.

Ability to interpret the laws, rules, and regulations pertaining to sanitary inspection, and other applicable environmental and public health codes.

Skill: Excellent interpersonal skills; good oral and written communication skills; skilled in MS 365 and associated apps.

Job Environment

Administrative work is performed in office conditions; inspection work is conducted in the field with exposure to unsanitary conditions, possible sources of disease or unhealthy environmental conditions and hazardous conditions associated with housing sites; exposure to hazardous conditions associated with asbestos, lead, infectious waste, biohazards and hazardous materials; employee may occasionally be required to work in confined or cramped quarters; occasional exposure to combination of elements such as odors, dust, smoke, heat, cold, oil, dirt or grease; the employee will follow safety practices and uses safety equipment, as required.

The employee has regular contact with the general public, public agencies and private organizations to provide and obtain information pertaining to public health issues and provision of services.

Errors could endanger public health, result in personal injury or injury to others, or have legal repercussions.

Must provide own reliable transportation for travel to and from training sites, mileage to be reimbursed.

Physical Requirements

The physical demands described 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 is required when performing office work; moderate physical effort is required to perform fieldwork.

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.



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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.

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.

Applicants can apply here:

<https://www.capecod.gov/jobs/housing-field-instructor-health-environment/>

Equal Opportunity/Americans with Disabilities Act Employer