



The Town of North Andover is accepting applications for the position of:

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**SHARED SERVICES - HEALTH INSPECTOR**  
**Community and Economic Development**

**Supporting the communities of North Andover, Andover, Reading, North Reading,  
Lynnfield, and the City of Haverhill**

**Full-Time with Excellent Benefits**

**\*Anticipated Starting Salary Range \$60,000 to \$68,500**

\*Candidates' qualifications and experience and issues of internal equity will be considered.

**Candidates are required to submit a completed Town of North Andover Employment Application along with a resume and cover letter to [jobs@northandoverma.gov](mailto:jobs@northandoverma.gov) in order to be considered for this position. The Employment Application is available on the Town's website [here](#). Applications will be reviewed on a rolling basis.**

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**GENERAL PURPOSE**

This grant-funded position will support the towns of North Andover, Andover, Reading, North Reading, Lynnfield and the City of Haverhill. The Health Departments are engaged in an innovative initiative to strengthen core local public health services, to advance the recommendations of the 2019 Special Commission on Local and Regional Public Health and promote healthier communities across the region. The Health Inspector is responsible for performing public health inspections and administrative duties to ensure compliance with state and local sanitary and environment codes, the Federal Food Code Title 5, and all other health related laws and regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.*

- Investigates complaints of violations of the Federal Food Code and Town ordinances.

- Administers and enforces all regulations relating to environmental protection and public health promotion.
- Performs a variety of on-site inspections associated with state sanitary and environmental codes, the Federal Food Code, and local regulations under the jurisdiction of the Board of Health.
- Inspects food establishments, public and semi-public swimming pools, recreational camps, housing and human habitation, septic systems, perc tests, soil evaluations, dumpsters, tanning establishments, body art establishments, bathing beaches, hotels/motels, and other areas that arise out of general complaints.
- Conducts plan reviews for compliance with local and state codes of all establishments that are licensed by the Board.
- Prepares reports on findings and recommendations regarding violations and consults with the local Director on serious health-related violations.
- Issues Orders to Correct and Violations Forms for non-compliance.
- Prepares materials for court appearances and presentations for the Board of Health or other officials.
- Investigates complaints of nuisance or unsanitary conditions affecting environmental and public health as requested by partner communities.
- Conducts food borne illness investigations and assists with communicable disease investigations.
- Reviews and follows-up on recall notices.
- Assists in administering public health programs sponsored by the Board such as health fairs, flu clinics, and public education or program development.
- Assists with emergency preparedness and emergency planning.
- Responds to emergency call outs as needed.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Plans and delivers public education campaigns on environmental health topics including, but not limited to, food safety, swimming pools and other regulations.
- Follows safe work practices.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### *Required Education, Training, and Experience:*

Graduation from an accredited college or university with a Bachelor's Degree in environmental health/science, physiology, or related field; supplemented by at least 2 years of experience in a health-related field; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

### *Knowledge of:*

- Department policies and procedures.
- Local, state, and federal sanitary and environmental codes.
- Federal Food Code.
- Modern inspection methods and procedures.
- The use of standard office equipment including computers and relevant software programs.

*Ability to:*

- Multi-task and prioritize work.
- Work independently with minimal supervision.
- Prepare clear, concise, accurate, and informative reports.
- Interpret regulations and explain relevant rules and procedures to the public.
- Recognize hazardous conditions and recommend proper corrective action.
- Understand and explain code and ordinance requirements.
- Create and maintain accurate records and documentation and provide legal testimony if necessary.
- Establish and maintain effective working relationships with supervisors, elected officials, residents, and members of the general public.
- Obtain registered sanitarian or equivalent within one (1) year of hire.
- Demonstrate a commitment to diversity, equity and inclusion through continuous development.

*Skill in:*

- Oral and written communications.
- Preparing reports and making presentations.
- Customer service and problem-solving.

## **NECESSARY SPECIAL REQUIREMENTS & CREDENTIALS**

- Must possess and maintain a valid motor vehicle operator's license and have reliable transportation to travel across multiple communities.
- Certified Pool Operator
- ServSafe (or equivalent Food Manager certification)
- Soil Evaluator Certification
- National Incident Management Certification

## **PHYSICAL REQUIREMENTS**

*The physical elements listed 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 qualified individuals with disabilities to perform the essential functions:*

- Work is performed mostly in the office and field; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb, balance, stoop, kneel, bend, crouch, or crawl.
- The employee is occasionally exposed dust, noise, and disease.
- The employee is occasionally exposed to adverse weather conditions including extreme heat, cold, wetness and humidity.

- The employee must frequently lift and/or move up to 20 pounds and occasionally move 50+ pounds.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those that the employee encounters while performing the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.*

Work is performed mostly in the office and field; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **SUPERVISION**

*Supervision Received:* Shared Services Coordinator

*Supervision Given:* None

## **SELECTION GUIDELINES**

Selections shall be made on the basis of qualifications, ability, and dependability. Formal application, rating of education and experience, oral interview, reference check, and job-related tests may be required.

*The duties listed above 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.*

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

*The job posting 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.*

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## APPLICATION PROCESS

All applicants are required to submit a completed Town of North Andover employment application along with a resume and cover letter to: [jobs@northandoverma.gov](mailto:jobs@northandoverma.gov), or by mail or hand delivery to Human Resources Department, Town of North Andover, 120 Main Street, North Andover, MA 01845. Resumes may be attached to the employment application but may not serve as a substitute for completing the required employment application. The Employment Application may be obtained on the Town's website [here](#), or by visiting the Human Resources Department, or by calling (978) 688-9526.

***Applications will be reviewed on a rolling basis.***

***Successful candidate will be required to undergo CORI screening***

Individuals who need accommodations in order to participate in this hiring process should contact the Human Resources Department at (978) 688-9526.

Questions regarding this hiring process should be addressed to:

Human Resources Department  
Town of North Andover  
120 Main Street  
North Andover, MA 01845  
(978) 688-9526

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