



# TOWN OF MARBLEHEAD

## Health Department

[www.marblehead.org/health](http://www.marblehead.org/health)

Andrew H. Petty, Director

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### **Notice of Vacancy**

**Title:** Health Inspector

**Department:** Marblehead Health Department

**Reports To:** Director of Public Health/Public Health Nurse

**Position Status:** Full time, 37.5 hours a week, position with benefits

**Salary:** \$1,157.76-1,412.46

### **SUMMARY:**

Under the general direction of the Director of Public Health, is responsible for conducting health related investigations, determining violations of community/state codes, and alerting the public of a variety of health hazards.

### **RESPONSIBILITIES:**

1. Conducts sanitary inspections all establishments and facilities licensed by the Board of Health, including but not limited to, food establishments, rental housing, body art establishments, tanning facilities, bathing beaches, swimming pools, recreation camps for children, and lead paint determinations.
2. Notifies the responsible individuals of any health code violations and informs them of the steps that must be taken to correct these violations.
3. Investigates complaints of code violations; prepares written reports and issues citations when required.
4. Reviews plans for new or remodeled food service establishments; makes recommendations to Director regarding proposed construction as they apply to health regulations.
5. Conducts sanitary inspections of hot lunch programs at all schools and prepares written reports.
6. Carries out lead paint tests upon request.
7. Investigates & enforces state sanitary codes as they relate to public and private sewerage disposal, air, water, noise, food, health, the support of rodent control programs and provides information on pest control.
8. Represents Town as witness in court cases involving sanitary code violations.

9. Reviews compliance with asbestos removal projects, investigates food illness complaints, conducts tobacco control inspections, inspects rodent activity and investigates nuisance complaints.
10. Performs other duties of a similar nature and complexity, as directed.

### **PREFERRED BACKGROUND:**

A minimum of at least (2) years of full-time, or equivalent part-time, technical or professional experience in public health or environmental health practice, investigation and inspection.

Bachelor's degree from an accredited college in:

- A. Environmental Health, or
- B. Public Health, or
- C. A minimum of 30 semester hours credits of basic science with the ability to qualify for the Registered Sanitarian/ Registered Environmental Health Specialist Credential.

Working knowledge of state and local regulations, codes, and ordinances that apply to public health is required.

Valid Massachusetts drivers' license required.

Strong organization, communication, and writing skills.

### ***Substitutions***

Registration as a Sanitarian by 1) The Massachusetts Board of Registration of Sanitarians or 2) the National Environmental Health Association may be substituted for required experience. Registration is strongly preferred.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

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. While performing the duties of this job, the employee is frequently required to be mobile and communicate with others. The employee may be required to lift and/or move up to 25 pounds and occasionally 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

