



Town of Ludlow

488 Chapin St., Ludlow, MA 01056

(413) 583-5600, x1268

HRJobs@ludlow.ma.us

**** EXTERNAL POSTING ****

Title:	Part-Time Regional Health Inspector	Classification:	15 Hours/Week; Non-Benefited; Non-Exempt; Grant Funded
Department:	Ludlow Health Department	Grade:	SS1 Hourly: \$33.37 - \$42.27; Eff. 7/1/24
Reports to:	Ludlow Health Director	Effective Date:	September 6, 2024

GENERAL SUMMARY

The Regional Health Inspector supports the Mill Towns Shared Public Health Collaborative which is comprised of the Towns of Ludlow, Palmer, Warren, and West Brookfield Health Departments. 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 Part-Time Regional Health Inspector will be based in the Town of Ludlow's Health Department. The Part-Time Regional Health Inspector will report to Ludlow's Health Director and the Ludlow/Mill Towns Shared Public Health Services' Board, which will be comprised of the Public Health directors and/or Board of Health members from each participating municipality following up as needed to ensure compliance. The Part-Time Health Inspector will work on a regional basis to conduct all required inspections for the Town of Ludlow, Palmer, Warren, & West Brookfield pursuant to Federal Food Codes, Massachusetts Sanitary Code, Massachusetts Housing Codes and others, as well as local regulations and by-laws. In addition, the Part-Time Regional Health Inspector is responsible for all aspects of the Town's compliance with State, Federal and local rules and regulations pertaining to Public Health and for interpreting and enforcing these rules and regulations firmly, tactfully and impartially. The regional Part-Time Health Inspector must maintain professionalism, sincerity, objectivity and approachability in dealing with residents, business owners, etc. and their concerns. This position is funded through the Public Health Excellence Grant Program for Shared Services through MDPH, which expires in 2033.

KEY RESPONSIBILITIES

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

- Receive and investigate complaints on environmental health matters including, but not limited to, water supply, tobacco, housing, food handling, camps, public swimming pools and beaches, public nuisances, as well as air, noise, and water pollution.
- Inspect all food services, schools, tanning and body art establishments, camps, and other establishments as required. Required to follow up and track, in a timely manner, to ensure any and all violations are corrected.
- Complete, submit and maintain documentation of all inspections and complaints.
- Coordinate with other Town Departments, the Massachusetts Departments of Public Health, the Department of Environmental Protection, and other agencies as needed.
- Represent the Town of Ludlow, Palmer, Warren, & West Brookfield in Court proceedings as related to inspections performed, as needed.
- Maintain a database to track all health inspections and other environmental health matters.
- Attend meetings, trainings sessions, continuing education training and appointments as required by the position and at the request of the Board of Health.
- Review, update and propose new and existing regulations.
- Any other responsibilities pertaining to the position not included in this job description as requested by the Board of Health.

MINIMUM QUALIFICATIONS

Position requires a bachelor's degree in public health, environmental health or a related field; and three (3) to five (5) years of prior work experience in the field, or an equivalent combination of education, training, and experience. **Must hold the following licenses/certifications: Certified Food Safety Manager, Food Allergy Awareness, Certified Pool Operator and Massachusetts Class D Driver's License.** Preferred licenses/certifications or ability to obtain within twenty-four (24) months of hire date: *Registered Sanitarian, FEMA Incident Command System and NIMS trainings*; be able to pass a CORI check; and possess strong interpersonal,



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communication and written skills. Must be able to pay attention to detail and maintain professional working relationships with employees and the public; must be a self-starter. Attendance may be required at Board of Health meetings if requested. Regular and punctual attendance is a requirement of the position.

SUBMISSION DEADLINE

Interested candidates should submit a **resume, cover letter and completed Town of Ludlow Employment Application** available at <https://www.ludlow.ma.us/Jobs.aspx> via email to HRJobs@ludlow.ma.us. Applications will be accepted until position is filled. **No application submissions will be accepted if incomplete.** Qualified applicants will be called for an interview. Once the position has been filled, all applicants will be notified. Applications are not held on file.