



Position Description

Title:	Contracted Health Inspector	Classification:	Contracted Position; Flexible Hours; Non-Benefited; Grant Funded
Department:	Health Department		Paid Per Job (See Attached Rates)
Reports to:	Ludlow Health Director	Effective Date:	Feb. 10, 2022

GENERAL SUMMARY

The Contracted Health Inspector reports to the Ludlow 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. Providing code enforcement support for issues related to conducting required inspections for the Towns of Ludlow, Palmer, Warren, and West Brookfield pursuant to Federal Food Codes, Massachusetts Sanitary Code, and others, as well as local regulations and by-laws. The Contracted Health Inspector reports to the Health Director and works under the direction of the Director following up as needed to ensure compliance. In addition, the Contracted 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 Contracted 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.

ESSENTIAL FUNCTIONS

(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, public nuisances; as well as air, noise, and water pollution.
- Inspect all food services, schools, 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, and 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.

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 and experience. **Must hold the following licenses/certifications: Certified Food Safety Manager, Food Allergy Awareness, and Massachusetts Class D Driver's License.** Preferred licenses/certifications or ability to obtain within twenty-fours (24) months of hire date: *Registered Sanitarian, MA Certified Lead Paint Determinators License, FEMA Incident Command System and NIMS trainings*; be able to pass a CORI check; and possess strong interpersonal, 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.



Town of Ludlow
488 Chapin St., Ludlow, MA 01056
(413) 583-5600, x1269
Milltowns@ludlow.ma.us

Contracted Health Inspector Rates

<u>Required Work</u>	<u>Fees</u>
Food Establishment Inspection	\$100/Per Inspection
Food Establishment Reinspection	\$100/Per Reinspection
Housing Inspection	\$100/Per Inspection
Housing Reinspection	\$100/Per Reinspection
Attendance at a Board of Health Meeting	\$50/Meeting
Court Hearings	\$100/Hearing
Check-ins/Meetings with Municipal/Mill Towns Staff	\$30/Meeting

NOTICE: *This job description does not constitute an employment agreement between the employer and employee, and is subject to change, as the needs of the employer and requirements of the job change. The Town of Ludlow is an EOE/AA employer. Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.*