

TOWN OF WESTMINSTER

JOB POSTING



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| Position: | Health Inspector |
| Position Type: | Full-time |
| Hours/Week: | 30 hours p/week |
| Rate of pay: | \$24.83 - \$29.37 anticipated hiring range, commensurate with qualifications and experience. |

Duties/Responsibilities:

The Health Inspector is responsible for permitting and inspecting food establishments, Title V inspections and water testing, inspection of the municipal transfer station, performing various administrative tasks in support of the Health Agent, and other related duties as assigned.

- Responsible for various types of inspections, ranging from permanent and temporary food establishments, Title V (septic) inspections, water testing, and inspection of the municipal transfer station.
- Engages with the public and local businesses.
- Issues permits and engages in the enforcement of federal, state, and local regulations through various means, such as writing and sending order letters.
- Assists the Health Agent on an as-needed basis with various tasks, such as research projects, filing, outreach, etc.
- Responds to emails, calls, and in-person requests for information from residents and business owners regarding public and environmental health regulations.
- Performs other related job duties as required.

Education/Other Requirements:

Bachelor's degree in public or environmental health or related field. At least one (1) year of related experience; or any equivalent combination of education, training, certification, and experience.

Special Requirements:

Possession of a valid Massachusetts Class D motor vehicle operator's license. Licensed Massachusetts Registered Sanitarian or Massachusetts Certified Health Officer, or the ability to obtain one of these professional certifications within one year of employment is preferred. Certification as a Licensed Soil Evaluator, Certified System Inspector, Certified Food Protection Manager, and Lead Determinator. NIMS and ICS training and Certification. Certified Pool and Spa Operator strongly desired.

How to Apply:

- ✓ Complete the Town of Westminster Employment Application, located [here](#), or on the town website.
- ✓ Email your Cover Letter, Resume, and Job Application to: hr@westminster-ma.gov, or mail to:
Human Resources Director, Town of Westminster, 11 South St, Westminster, MA 0147

Applications Due By: May 16, 2025

The Health Inspector is a Grade 3 position. Full compensation range is \$24.83 - \$35.04.

The Town of Westminster is an Equal Opportunity Employer

TOWN OF WESTMINSTER

JOB DESCRIPTION

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|------------------------|-------------------|---------------------|------------|
| Position Title: | Health Inspector | Grade Level: | 3 |
| Department: | Health Department | Date: | 9/23/2024 |
| Reports to: | Health Director | FLSA Status: | Non-Exempt |

DEFINITION

The Health Inspector is responsible for permitting and inspecting food establishments, Title V inspections and water testing, inspection of the municipal transfer station, performing various administrative tasks in support of the Health Agent, and other related duties as assigned.

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.

- Responsible for various types of inspections, ranging from permanent and temporary food establishments, Title V (septic) inspections, water testing, and inspection of the municipal transfer station.
- Engages with the public and local businesses.
- Issues permits and engages in the enforcement of federal, state, and local regulations through various means, such as writing and sending order letters.
- Assists the Health Agent on an as-needed basis with various tasks, such as research projects, filing, outreach, etc.
- Responds to emails, calls, and in-person requests for information from residents and business owners regarding public and environmental health regulations.
- Performs other related job duties as required.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge

Knowledge of relevant Massachusetts General Laws related to public and environmental health, particularly in regards to food establishments, Title V (septic), the state sanitary code, and other related regulations.

Abilities

Ability to multi-task and manage conflict. Ability to communicate effectively both orally and in writing. Ability to maintain good public relations and to maintain effective collaborative working relationships with Town departments, department heads, fellow employees, officials, and the general public, and to respond in a courteous and professional manner. Ability to meet deadlines. Ability to work independently.

Skills

Strong communication skills, problem-solving skills, and customer-service skills. Strong administrative skills.

EDUCATION

Bachelor's degree in public or environmental health or related field.

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EXPERIENCE

At least one (1) year of related experience; or any equivalent combination of education, training, certification, and experience.

Special Requirements

Possession of a valid Massachusetts Class D motor vehicle operator's license. Licensed Massachusetts Registered Sanitarian or Massachusetts Certified Health Officer, or the ability to obtain one of these professional certifications within one year of employment is preferred. Certification as a Licensed Soil Evaluator, Certified System Inspector, Certified Food Protection Manager, and Lead Determinator. NIMS and ICS training and Certification. Certified Pool and Spa Operator strongly desired.

Position requires working on some evenings and weekends; may occasionally be required to attend Board of Health meetings.

ACCOUNTABILITY

Consequences of errors or poor judgment could endanger public health and safety, could result in inadequate sanitary conditions, and may include missed deadlines, jeopardize programs, and cause legal repercussions and adverse public relations.

JUDGEMENT

Numerous standardized practices, procedures or general instructions govern the work performed and, in some case, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice or procedure, regulation or guideline.

COMPLEXITY

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

SUPERVISION REQUIRED

Under general direction, employee plans and prioritizes the work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

NATURE & PURPOSE OF PERSONAL CONTACTS

Relationships are primarily with co-workers, vendors, and the public, involving frequent explanation, discussion, or interpretation of practices, procedures, regulations, or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints, interact with challenging personalities, and/or effectively navigate difficult circumstances.

WORK ENVIRONMENT

Working conditions involve occasional exposure to elements, such as worksites, walking property to inspect, construction sites, etc. May be exposed to elements, but work can typically be rescheduled to avoid harsh elements.

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PHYSICAL, MOTOR, AND VISUAL SKILLS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Moderate physical effort required periodically in the field. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties require motor skills for activities such as moving objects and using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes. Frequent computer use.

OCCUPATIONAL RISKS

Duties generally do not present occupational risk to the employee when carried out in an office setting. Personal injury could occur when conducting field inspections. May encounter hazardous conditions associated with construction sites or when responding to public health emergencies. Examples of injury may include bruises from falls, cuts or muscular strains from lifting or carrying equipment or materials; exposure to communicable diseases and hazardous materials.

CONFIDENTIALITY

Employee has access to some confidential and sensitive information in the performance of their duties.

SUPERVISION RESPONSIBILITY

The employee is not generally required to supervise other town employees.

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.

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