

## **HEALTH CODE ENFORCEMENT INSPECTOR**

### **DEFINITION**

Performs residential housing inspections for the City of Leominster Board of Health in dwelling units throughout the City to ensure compliance with local, state, and federal laws, regulations, and ordinances. Inspections include housing code, lead paint determinations, asbestos, fire safety, environmental, solid waste, noise, and various public health nuisances.

### **ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

- Conducts inspections that include housing code, lead paint determinations, asbestos, fire safety, environmental, solid waste, noise, and various public health nuisances. Work with property owners to bring housing into compliance and educate owners on corrective measures.
- Prepares correspondence seeking enforcement of violations; enforces City of Leominster Board of Health Orders on lead paints, asbestos, and mold abatement.
- Issues citations, pursues legal actions by preparing and presenting documents for court, represents the City of Leominster in Housing Court and District Court. Maintains a detailed knowledge of current court procedures.
- Conducts various inspections for the department such as: public and semipublic pool inspections, percolation tests, soil evaluations, septic system installations, recreational camp inspections, tanning inspections, body art/body work inspections.
- Plans and assists in flu clinics, emergency preparedness training/meetings, Leominster's annual recycling event, and other public health outreach as needed.
- Works with property owners to bring housing into compliance and educate owners on corrective measures for safe and sanitary housing.
- Maintains a detailed knowledge of local, state, and federal codes. Keep current in on-going trainings/seminars/works shops pertaining to housing, environmental, lead paint, pools, camps, Title 5 and pandemic education.
- Assists in customer complaints relative to trash/recycling, landlord vs. tenant, and other various complaints that come through this office.
- Maintains weekly and year end reports relative to inspections.
- Partners with the Attorney General's Office in their Abandoned Housing Receivership Initiative Program.
- Performs other various inspections within the jurisdiction of the Health Department as needed.
- Updates Department's social media accounts and webpage.
- Performs other related job duties as required.

**SUPERVISION RECEIVED**

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.

**JUDGMENT AND COMPLEXITY**

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, regulations and precedents which may be complex. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

**NATURE AND PURPOSE OF CONTACTS**

Relationships are constantly with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

**CONFIDENTIALITY**

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

**EDUCATION AND EXPERIENCE**

Associates degree or equivalent in public health or related field, or 3 to 5 years of related experience; or any equivalent combination of education, training, certification, and experience. Must have valid Massachusetts Driver's license. Massachusetts Registered Sanitarian and Lead Paint Determinator preferred or ability to obtain in future.

**KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge: Knowledge of state and local laws, codes, regulations, ordinances and rules pertaining to public health and sanitation; knowledge of current inspection and control procedures.

Abilities: Ability to interpret and enforce regulations in a firm, tactful, and impartial manner. Ability to conduct field inspections; ability to use, with proficiency, Microsoft Office or

other word processing programs and relevant computer programs; ability to manage and supervise employees effectively; ability to communicate effectively both orally and in writing; ability to maintain good public relations and effective collaborative working relationships with Town departments, department heads, fellow employees, officials, and the general public; ability to meet deadlines; ability to work independently and exercise independent judgment. Ability to read and interpret sanitary code.

Skills: Verbal and written communication skills. Proven interpersonal skills, customer-service skills, and problem-resolution skills; must possess organizational skills and be detail-oriented.

### **WORK ENVIRONMENT**

Working conditions involve occasional exposure to elements found in the field, such as work sites, walking property to inspect, construction sites, etc. The employee may be required to work beyond normal business hours.

### **PHYSICAL, MOTOR, AND VISUAL SKILLS**

#### **Physical Skills**

Minimal physical demands are required to perform most of the work. 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, 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 required.

### **SALARY**

Current salary – S7 Classification \$69,598

Effective FY26 (7/1/25) salary \$71,686