



CITY OF MALDEN, MA Human Resources Department

City Hall, 215 Pleasant Street, Room 510 · Malden, MA 02148
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Odelisa Macedo
HR Director

SENIOR HEALTH INSPECTOR INSPECTIONAL SERVICES

Union: Teamsters (Municipal) / Pay Grade: SPA 3
Annual Salary Range: \$71,102.12 - \$78,483.43 (FY24)

POSITION SUMMARY:

The Code Inspector inspects and enforces State public health laws, regulations and ordinances, issues citations and orders to correct violations and represents the City in court as necessary.

ESSENTIAL JOB FUNCTIONS and DUTIES:

- Enforces the State Sanitary Code
- Disseminates public health regulations to the community, and oversees inspections and enforcement of local and state public health laws
- Approves or disapproves plans for food service establishments and compliance with issued Orders to Correct
- Responds to complaints and problems regarding Sanitary Code and City Ordinance violations
- Inspect swimming pools for compliance with minimum standards as applicable
- Inspects body art establishments for compliance with Board of Health regulations
- Inspects sidewalks for compliance with municipal ordinances requiring snow removal
- Undertake enforcement actions to bring compliance with Sanitary Code, food code and related laws, ordinances and regulations
- Investigates and prepares the city's position statement to present in court concerning violations of the State Sanitary Code, city ordinances or other related rules and regulations
- Make reports and keep records of inspections and investigations
- Provides resources and information to landlords and tenants to obtain compliance with the Sanitary Code
- Assist the general public by responding to requests for information, explanation of policies and procedures, and general inquiries via telephone, face-to-face contact or email
- Performs similar or related work as required, directed, or situation dictates. Regular attendance at the workplace is required.

QUALIFICATIONS:

Education/Experience

- Bachelor's degree in environmental health or sciences or related field.
- Three to five (3-5) years of experience in the inspection process related to community sanitation, environmental health, and/or industrial hygiene, or any equivalent combination of education and experience.

Knowledge, Abilities & Skills

- Knowledge of Microsoft Office, excellent computer skills and the ability to navigate and utilize department specific software systems. Thorough knowledge State health and environmental regulations, Board of Health regulations, building trades including plumbing heating and electrical services, and of the inspection process related to environmental health and community sanitation.

- Team-orientated problem solver with excellent communication skills with ability to solve difficult, technical problems individually and work cooperatively in a team approach. Ability to balance and prioritize situations.
- Must exercise effective communication skills and be able to communicate in a productive manner with the public in order to resolve code violations, as well as to interact with all Departments and Boards; including the Board of Health, Planning Board and Board of Appeals. Bilingual skills preferred but not required.

SUPERVISION RECEIVED: Director of Inspectional Services

SUPERVISION EXERCISED: Health Inspectors

To apply: Submit cover letter & resume to the Human Resources Director, City of Malden at maldenhr@cityofmalden.org

The City of Malden is an EEO, driven by the value of excellence and believes that everyone deserves the best service and access to resources, regardless of their race, gender identity, religion, ethnicity, age, physical abilities, sexual orientation, veteran status, or personal experience. We embrace diverse perspectives and welcome candidates from these underrepresented groups to help make our vision a reality.

Selected candidate will need to submit to a background check (CORI).