



Regional Part-Time Public Health Inspector

Background

The **MetroWest Shared Public Health Services** group is seeking to hire a *part-time* **Regional Public Health Inspector** to provide inspectional support for the municipalities of Hudson, Ashland, Framingham, Hopkinton, Maynard, Medway, Milford, Millis, and Natick. The nine MetroWest Health Departments are engaged in an innovative initiative to strengthen core local public health services, advance the recommendations of the 2019 Special Commission on Local and Regional Public Health, and promote healthier communities across the region.

The part-time inspector will primarily focus on routine inspections, such as food establishments and nuisance complaints, and other investigatory work related to the enforcement of the State Sanitary Code (105 CMR). The inspector may also handle housing complaints and inspections in accordance with 105 CMR 410.000 - Minimum Standards of Fitness for Human Habitation and applicable local bylaws and ordinances. Work will be performed collaboratively with local health staff across all participating municipalities, with scheduling coordinated through the Shared Services Coordinator.

Essential Duties and Responsibilities

The essential duties and responsibilities listed below are intended only as illustrations of the various types of responsibilities that may be required. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

As a Shared Service position, some functions may be performed as a lead role and others in a supporting role to a municipality's current inspectional staff.

- Conduct and document routine and complaint-based Food, nuisance and housing inspections in accordance with state and local sanitary codes.
- Conduct or assist with routine inspections and licensing of food service establishments as needed.
- Investigate and respond to reports of unsanitary, dangerous, and/or unsafe living conditions, including issues involving fire, building safety, asbestos removal, and lead paint.
- Enforce applicable state regulations, municipal ordinances, and sanitary codes regarding public health and safety.
- Assist with interdepartmental inspections and joint investigations with other departments such as Building, Fire, and Police.
- Prepare and issue correction orders, follow up on non-compliance, and participate in administrative hearings or legal actions when required.
- Support municipalities with hoarding or similar public health concerns as needed.
- Maintain accurate inspection records and reports.



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78 Main Street
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- Perform related duties as required under the direction of the Shared Services Coordinator and municipal health directors.

Supervision

Works under the supervision of the Shared Services Coordinator and the Hudson Director of Public and Community Health in accordance with applicable rules, regulations, and policies. Varied and responsible duties require the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.

Work Environment

Administrative work is performed in office conditions. Inspection work is conducted in the field at local properties and establishments across the nine municipalities. Personal protective equipment may have to be worn in the field due to the possible exposure to unsafe or unsanitary conditions such as exposure to sewage, insect or rodent infestations, unsafe buildings, lead and asbestos, or other hazards.

The employee must operate standard office equipment, hand tools, environmental testing devices, and an automobile. Must have a valid MA Driver's License.

The employee has regular contact with the general public, other town inspectional personnel, and state regulatory agencies.

Errors could result in personal injury, injury to others, or delay or loss of service.

Required Minimum Qualifications

- Education:
 - Bachelor's Degree in public health or environmental health science or a related field
- Work Experience:
 - At least one year of related experience in public health or environmental health
 - Equivalent combinations of experience and education that provide the necessary skills will be considered
- Skills, Knowledge, and Abilities:
 - Valid Massachusetts Driver's License, Class D
 - Ability to successfully complete the Massachusetts Public Health Inspector Training (PHIT)
 - Ability to become a Certified Pool Operator required, or must obtain certification within the first 12 months of employment
 - Licensed Soil Evaluator required, or must obtain licensure within the first 12 months of employment
 - Licensed Lead Determinator preferred
 - Willingness to become a Registered Sanitarian (RS) in Massachusetts
 - Knowledge of the laws, rules and regulations pertaining to public health, sanitation and environmental health, and current inspection techniques



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- Ability to enforce codes fairly and impartially, stay informed of code changes, assess the seriousness of public or environmental health problems, interact effectively with the general public, and maintain complete and accurate inspection records. Communication and public relations skills required.
- Ability to communicate effectively orally and in writing with people of diverse backgrounds and cultures
- Ability to maintain accurate records
- Ability to work effectively with minimum supervision
- Commitment to the role of public health in promoting racial justice and health equity
- Bi-lingual a plus, Portuguese or Spanish preferred

Physical Requirements

Moderate physical effort is required to perform duties under various environmental conditions, both indoor and outdoor. Mobility across rough terrains is required. The employee is frequently required to sit, stand, walk, speak, hear, and use hands to operate equipment. Vision requirements include the ability to read and analyze documents, use inspectional tools/equipment in the field, and use a computer.

A Criminal Offenders Records Information request may be required for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

Job Title: Regional Public Health Inspector
Location: 78 Main Street, Hudson, MA 01749
Job Type: Part-time – minimum 15 hours per week, maximum 19.5 hours per week
Non-union
100% Grant funded

Starting Hourly Rate: \$33.86 to \$44.55/hour

Please email applications to Karina Scott, MWSPHS Coordinator, at KScott@townofhudson.org.

Position is posted until filled.

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. The Town of Hudson is an Equal Opportunity / Affirmative Action employer. The Town of Hudson does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, or an individual's status in any group or class protected by applicable federal, state, or local law. The Town of



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Hudson encourages applications from minorities, women, the disabled, protected veterans, and all other qualified applicants.