

<p style="text-align: center;">Health Inspector/Tobacco Awareness Program Enforcement Inspector/ Tri-Town Health Department</p>

Definition:

The Health Inspector/Training Specialist is responsible for exercising administrative and technical duties in accordance with the policies set forth by the Tri-Town Health Department, and its Director under the general authority of the Tri-Town Boards of Health. Under the general direction of the position's supervisor, the position has the authority to issue orders on behalf of the Department and is responsible for food service establishments, conducting public health inspections under the provision of the state sanitary code and environmental codes, providing assistance to residents in health related fields, and assisting with normal operations of the Tri-Town Health Department or any other duty assigned by the Director. Responsibilities of the TAP enforcement inspector include recruitment, training, oversight and conduct youth tobacco compliance checks, routine inspections as required by the grant funding, administrative duties, data inputting and reporting, provide education and support to the board of health collaborative partners to meet compliance with all necessary codes, and/or any other duty as assigned by the Director. The Health Inspector is appointed and reports to the Tri-Town Health Department Executive Director and shall also perform any other duties as required by Director and the Tri-Town Boards of Health.

Supervision:

Works under the policy direction of the Tri-Town Health Department Director and in accordance with applicable provisions of: Federal Laws, Massachusetts General Laws; regulations (CMRs) and town by-laws, rules and regulations.

Performs responsible duties with the technical nature requiring considerable independent judgment in meeting compliance with applicable codes, laws, regulations, and town by-laws.

Supervises compliance check youth and interns as assigned by the Director.

Job Environment:

Some work is performed under typical office conditions; regular exposure to outdoor weather conditions when conducting field work; involves potential exposure to communicable diseases and other hazards associated with unsanitary conditions such as housing, sewage, hazardous waste, exposure to lead and asbestos, requires some evening/weekend hours.

Makes frequent contacts with, town officials, state agencies, other departments, engineers, contractors, homeowners, district and housing court officials, attorneys, architects builders, and Retailers and staff using web training programs.

Failure to meet job description could result in lower standards of public health, opportunity for spread of communicable diseases, spread of foodborne and waterborne illnesses, contamination of water supplies and wetlands protection, substandard living conditions and quality of life

standards, compromise the integrity to protect public health and safety, compromise the quality and intent of various training programs, opportunity for legal liability for not complying with rules and regulations and could cause adverse public relations with the community residents.

Has access to all department-related confidential information such as personnel records, pending legal action on open violation cases, if disclosed, could have legal or financial repercussions.

Errors could result in damage to property, endanger public safety, have legal and/or financial implications and/or may cause adverse public relations.

Essential Functions: The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.

1. Is appointed by the District Director of Public Health.
2. Ensure that the normal operations and compliance with record keeping procedures of the Health Department are performed, including providing administrative/technical assistance to the Director and other staff, and providing any necessary administrative work required for the Department.
3. Shall be familiar with all rules, regulations, and laws concerning the public and environmental health within the Tri-Town area and Commonwealth of Massachusetts.
4. Shall be proficient in the design, operation and maintenance of private and commercial on-site sanitary disposal systems. Shall perform or witness septic system soil evaluations and percolations testing as needed, and shall perform appropriate inspections of septic systems as required by local and state law. MA DEP Title 5 Inspector and Soil Evaluator license is required within one (1) year of date of hire and/or when training become available.
5. Shall assist the Director by reviewing and recommending approval of septic system plans for alterations, changes, and upgrades.
6. Shall be proficient in the operation and maintenance of private and semi-private potable water supplies and wells. Shall assist and approve the construction and testing of all potable water wells.
7. Shall assist and approve by reviewing and recommending approval of application for alteration and/or construction of all establishments licensed by the Board of Health, including but not limited to, nursing homes, day care centers, food establishments, motels, hotels, swimming pools, facilities handling waste, and any other requirement as set by the Director.
8. Shall perform food plan reviews, food and housing inspections and take appropriate actions concerning all establishments licensed by the Department, including but not limited to, nursing homes, day care centers, food establishments, motels, hotels, swimming pools, facilities handling waste, and any other requirement as set by the Director. Includes monitoring and assisting food establishments to comply with local, state, and federal food safety and health standards, including personal hygiene and hand

washing, temperature control of potentially hazardous foods, cross contamination control, pest control, and chemical use training.

9. Shall investigate and take actions relative to complaints of violations of local and state rules and regulations, and conduct general inspections in the interest of protecting the public and environmental health.
Shall be able to communicate effectively, orally, and in writing and maintain complete and accurate inspection records and prepare reports.
10. Performs sanitary inspections to ascertain compliance with applicable laws and regulations; investigates nuisance; sources of filth, and causes of sickness to abate violations and correct unsanitary conditions.
11. Assist in administering public health related training programs including the lab sampling program, beach testing and sampling program, Tobacco Awareness Program, Web Based Retailer Training programs, update and maintain websites, and any other duties assigned by the Director.
12. Investigate and enforce all aspects of state sanitary codes, federal regulations, state and local health laws, rules and regulations set forth by the boards of health, comply with inspectional service programs, plans and directs all activities and programs related to such enforcement.
13. Attend necessary meetings/hearings at the request of the Director.
14. Respond to off-hours emergencies as required by the Director.
15. Create and compile necessary reports from various training programs.
16. Shall be able to operate a personal computer and a variety of office equipment.
17. Shall maintain the confidentiality of information.
18. Conduct routine tobacco inspections, youth compliance checks, RDMS data. inputting, merchant education and pricing surveys, or any other duties assigned by the Director
19. Shall be familiar with all local, state, and federal laws pertaining to tobacco control.

Physical Requirements:

Minimal physical effort required performing functions under typical office conditions; moderate physical effort required when performing occasional fieldwork. Position requires the ability to operate a keyboard. Occasionally required to bend, reach, climb and otherwise access buildings and sites under construction.

Regular exposure to outdoor weather conditions when conducting field work; work may involve potential exposure to communicable diseases and other physical hazards associated with unsanitary conditions; work may require evening and/or off hours.

Moderate physical effort demanded in making inspections. Major portion of shift work spent in office setting and field work. Occasionally required to climb, reach, and bend. Work requires walking and standing on a frequent basis. Ability to drive.

Operated personal automobile for work transportation; operation of laboratory chemical equipment, office equipment such as computers, copier, and keyboards.

Recommended Minimum Qualifications:

Education and Experience

Associate's in public health or related field; Bachelor's degree in public health desirable; one to two (1-2) years' experience in public health or a related field, including both field and administrative experience; experience in local government setting preferred; or any equivalent combination of education or experience. This is a tobacco free position.

Thorough knowledge of state and federal health codes, food service regulations, and all other laws, rules, and regulations pertaining to public health and sanitation. Thorough knowledge of principles and practices of subsurface disposal septic system design and installation; knowledge of state septic system guidelines; and working knowledge of current inspection and control procedures.

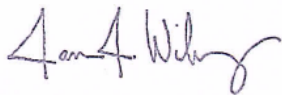
Must have the ability to achieve the following credentials within one (1) year: Soil Evaluator, Title 5 Inspector, Food Manager's Certification, Allergy Awareness certification, Certified Pool Operator or any other credential/certification as required by the Director. Valid MA Driver's license is required upon hiring. Obtaining a Registered Sanitarian credential or Certified Health Officer preferred, but not required.

Strong communication skills; ability to manage multiple project assignments under time constraints; ability to interact effectively with department managers, state officials and citizen boards and committees.

Ability to understand and enforce regulations firmly, tactfully, and impartially. Ability to maintain complete and accurate inspection records and to prepare reports.

Ability to communicate effectively, both orally and in writing.

Approved:



James J. Wilusz, Executive Director

February 27, 2017
Date