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| **Job Title:** Health Inspector   | **Hours per week:** variable, averaging 8hours | **FLSA Status:** Employee |
| **Reports to:** Health Agent | **Employer:** Town of Dalton; 462 Main Street, Dalton MA 01226  | **Starting Pay Range:**$26.21 - $33.41 hr. based on experience |

**Statement of Duties:**

To promote and protect the public health of our residents through the enforcement of local bylaws, state and federal regulations as they pertain to food establishments, public and semi-public swimming pools, recreational camps, housing and human habitation, septic systems, perc tests, soil evaluations, dumpsters, tanning establishments, body art establishments, bathing beaches, hotels/motels, and other areas that arise. Inspectional and technical work related to the enforcement and interpretation of state, federal and the Town of Dalton’s local bylaw regulations.

**Supervision:**

Works under the general supervision of the Board of Health Agent and under the policy direction of the Town of Dalton Board of Health; works in accordance with applicable provisions of the Local Bylaws, Massachusetts General Laws and FDA ; employee functions independently referring specific problems to supervisor only where clarification or interpretation of Town policy or procedures is required.

**Work Environment:**

Administrative work is performed under typical office conditions. Frequent inspectional work is performed under varying field conditions, with exposure to various weather conditions, the hazards associated with construction sites, and potential chemical and biological hazards.

Regularly operates a motor vehicle and independently travels to various work-related locations. Frequently operates inspectional equipment related to housing infrared thermometer, pH meter, noise meter, and sodium sulfide for lead testing.

Makes frequent contacts with the general public, other Town departments, businesses, contractors, real estate agents, state and federal regulators, social service agencies, and attorneys. Contacts are in person, by telephone, in writing and by email requiring explanation of programs, policies, regulations and details.

**Judgement:** Performs varied and detailed inspectional duties of a technical nature requiring the exercise of sound judgment and initiative in ensuring compliance with proper standards and the enforcement of laws and local regulations.

**Confidentiality:**

Work requires occasional contact with the general public, regular contact with all town departments, state, federal and private organizations, requiring administrative and technical knowledge and ability.

Has access to Town confidential information, such as passwords, permissions, records, documents, contract information and personnel information.

Errors in either the technical application of recognized public health procedures, or in the interpretation of related information, could seriously endanger public health and safety, result in inadequate conditions of sanitation, have legal and financial ramifications, and cause severe adverse public relations for the Town.

**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.)*

* Investigates all complaints of nuisance or unsanitary conditions affecting environmental and public health.
* Inspects food establishments and temporary events, public and semi-public swimming pools, recreational camps, housing and human habitation, septic systems, perc tests, soil evaluations, dumpsters, tanning establishments, body art establishments, bathing beaches, hotels/motels, and other areas that arise out of general complaints.
* Documentations: prepares and issues Orders to Correct letters and Violations forms seeking enforcement of violations pertaining to state, federal, and/or local regulations. Prepares documents in support public health housing hearings and department enforcement actions, legal actions as well as presentation of public health rationale for enforcement in court.
* Perc Observations, conducts Septic System inspections and completes detailed inspection reports in accordance with state Title V regulations; observing their installation before any backfilling components. Ensures that the installed system matches the system designed on the plan and is in compliance with state and local regulations. Signs certificate of compliance when system is properly installed, or contacts engineer to make recommendations when system does not match the plan.
* Maintains a database to track all housing inspections, septic, percolation tests and other environmental health matters for annual reporting.
* Recommends citation or condemnation in the event that critical violations are not corrected in the ordered timeline or if imminent health hazards exist.
* Occasionally represents the Town in Housing Court proceedings as related to inspections performed.
* Rental Inspections: performs inspections of rental housing either as a result of an occupant’s complaint or at the request of the owner prior to rental. In both cases, the inspection is performed to identify violations and cite violations of the state sanitary code. Reports and letters are prepared for both the owner and occupant to cite violations and order corrective action.
* Lead Paint Determination: upon a rental housing inspection, tests paint to determine the presence of lead if a child under the age of 6 resides in the home and it was built before 1978.
* Nuisance Complaints: receives and investigates complaints on housing matters including, but not limited to, water supply, septic tanks, general housing issues, and public nuisances.
* Maintains knowledge and expertise in relevant areas of public health, housing and environmental issues in order to maintain required licenses and certifications and changes in pertinent public health laws and regulations as well as enforcement practices.
* Participates in public health programs in the community as required.
* May be required to occasionally serve on-call to respond to emergency situations off-hours. Occasionally required to attend local board of health meetings, work evenings and weekends.
* Performs similar or related work as required, directed or as the situation dictates.

**Minimum Qualifications:**

*Education, Training and Experience:*

Bachelor’s degree in public health or related field; two – three years of experience; or any equivalent combination of education, training, and experience. Must possess and maintain a valid driver’s license and vehicle. Proper donning and use of personal protective equipment may be required.

*Specific Certifications for Inspections: or must obtain within 1 year of hire:*

* Train Mass Housing as it is available or within 18 months of hire.
* Certified Food Protection Manager Certificate, Train Mass- Food, Allergen Awareness Certification
* MA Soil Evaluator or must obtain within 18 months of hire.
* MA Title 5 System Inspector or must obtain within 18 months of hire.
* Lead Inspector or Determinator DPH or must obtain within 18 months of hire.
* MA Board of Registration – Registered Sanitarian License or must obtain within 6 years of hire.
* Train Mass Foundations Course or must obtain within 18 months of hire.
* Certified Pool Operator Certification

**Knowledge, Ability and Skill:**

*Knowledge:* Comprehensive knowledge of the practices and administration of housing issues. Extensive knowledge of the applicable federal, state, and local laws and regulations relative to environmental and public health. Comprehensive knowledge of the state sanitary codes. Knowledge of community resources and organizations related to housing. Thorough knowledge of approved methods and equipment used in conducting housing inspections as well as working knowledge of current inspection procedures.

*Ability:* Ability to: Meet and work with municipal colleagues and the public effectively and appropriately, to effectively handle problems in the field and during emergencies; to communicate clearly, both orally and in writing; to operate a computer; to maintain confidential information; to maintain, manage, and organize records; to establish and maintain effective working relationships with municipal employees, coworkers, Town officials, state regulatory agencies and disgruntled members of the public. Ability to manage multiple tasks in a detailed and organized manner and prioritize workload; and to enforce laws and regulations in an impartial and consistent manner.

*Skill:* Excellent planning and organizational skills. Excellent employee relations and customer skills. Intermediate or higher-level skill in Microsoft Office suite including Excel; Power Point; and Word; proficient oral and written communication skills. Skilled in website utilization, online permitting and tablet based inspectional software use. Moderate skill in utilizing GIS to find information about properties in the Towns.

**Physical Requirements:**

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

* Minimal physical effort required to perform functions under typical office conditions.
* Position requires the ability to operate a keyboard and standard office equipment at an efficient speed. The employee is required to use hands to finger, handle or feel objects, tools or controls, and to reach with hands and arms.
* The employee is frequently required to sit, talk, and hear.
* Occasionally may be required to lift objects up to 60 pounds.
* May have to climb steps, sometimes under adverse conditions.
* May be required to be outdoors in inclement weather for short periods of time.
* Specific vision requirements include close vision, distance vision, and the ability to adjust focus.

*(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.)*