**Position Title:** Health Inspector

**Department:** Health

**Statement of Duties**

Provides technical assistance to the Health Director in carrying out a variety of environmental and public health programs, inspections and monitoring responsibilities.

**Essential Functions**

*The essential functions* or *duties listed below are intended only* as *illustration 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 work is similar" related, or a* *logical assignment* to *the position.*

1. Inspects food service establishments to ascertain compliance with state and local laws, codes and regulations; makes investigations and proposes proper compliance measures and procedures; prepares necessary reports; prepares advisory letters and letter orders for Board Agent signature.
2. Witnesses and oversees soil tests, Including deep hole and percolation tests, to determine adequacy of sites for the installation of private sewage disposal systems, including new, repaired and replacement systems; may approve or disapprove or approve with conditions; reviews and comments on proposed sub-surface sewage system design plans and specifications.
3. Perform inspections of inns, motels, lodging houses, swimming pools, whirlpools, saunas, public schools, landfills, nursing homes, bathing beaches and other facilities to ensure compliance with laws and codes; Investigates complaint relating to health-related issues.
4. In all investigations and inspections, prepares required reports in detail in order that board of health has sufficient documentation in instances where potential court action may be necessary; appears in court as witness where required.
5. May investigate reports of communicable diseases.
6. Keeps abreast of new developments in the fields of environmental and public health.

**Supervision**

Incumbent works under the general direction of Health Director, conferring with director on work assignments and policy interpretations. A great deal of the daily work is carried out with independence, but incumbent must keep superior informed of unusual situations and conditions. Generally, work products are receive and approved readily. Incumbent is expected to be conversant on laws and regulations, including all revisions t same. Work is reviewed through face-to-face meetings with health director, and through periodic and special reports.

**Recommended Minimum Qualifications**

**Education and Experience**

Bachelors Degree in Public Health from an accredited college or university and two years directly related work experience in public or environmental health. Meet the State Educational Requirements for obtaining a certificate as a Registered Sanitarian at entry or within one year following appointment plus not less than two years of responsible work in the public or environmental health. Candidate must be in good physical health and possess a valid driver’s license. Candidate must be able to demonstrate possession of the required knowledge, skills and abilities.

**Licensing and Certification**

Valid Massachusetts vehicle operator's license.

**Knowledge, Skills and Abilities**

A candidate for this position should have:

* Working knowledge of federal, state and local laws, codes and regulations relating to environmental and public health;
* Working knowledge of environmental and public health principles, practices, procedures and techniques;
* Ability to make investigations and inspections and prepare necessary reports; Ability to understand and explain laws, codes and regulations relating to environmental and public health programs;
* Ability to apply physical effort in field work associated with inspections and investigations;
* Ability to receive, understand and carry out instructions and directions of superior(s), and the
* Ability to communicate with others effectively both orally and in writing.

**Tools and Equipment Used**

Equipment operated includes: soil testing equipment, ladders, computers, software, fax machine and other general office equipment.

**Physical Demands**

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.

While performing the duties of this job, the employee Is frequently required to stand; walk ; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk, see or hear. The employee must occasionally lift and/or move up to 75 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office setting and in the field. In the field, frequently, incumbent must tread on rough terrain and unstable soil conditions. Incumbent is expected to exert physical effort in lifting heavy septic tank covers (circa 50 Ibs.) as the inspector of sub-surface sewage disposal system. A great deal of in town travel is required.

While performing the duties of this job, the employee is frequently exposed to extreme heights, underground and confined spaces and deep holes up to ten feet; dilapidated and/or filthy structures and buildings; outside weather conditions, extremes in temperature, humid condition; fumes, gases or airborne particles; raw sewage, insects, poison ivy and other weed and plant life; blood borne pathogens or other diseases.

The employee is exposed to mental stress due to the need for attention to details and accuracy; deadlines; and the constant exposure to upset people while enforcing regulations and the like.

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| **External and Internal applicants, as well as position incumbents who become disabled as defined under the American With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.** |