



## **Regional Public Health Inspector**

### **Background**

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

The inspector is expected to enforce state and local public health laws and regulations by conducting environmental inspections and relevant plan reviews for food and beverage service establishments, recreational and swimming pools, bathing beaches, recreational camps, body art establishments, tanning salons, and Title 5 systems in the member communities. The position also investigates complaints regarding public health nuisances and enforces the State Sanitary Code.

### **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.*

*Additionally, as a shared service position, some functions or duties may be performed as a lead role and others may be performed in an assistant role to a health department's current inspectional staff.*

- Enforce local and state public health laws, rules, and regulations including, but not limited to, food services establishments, housing, nuisances, swimming pools, bathing beaches, recreational camps, body arts establishments, bodywork establishments, lead paint, and private drinking water wells
- Investigate and respond to complaints of unsanitary, dangerous and/or unsafe living conditions and environments, including fire, building safety, asbestos removal, lead paint inspections, etc.
- Enforce various state government and municipal ordinances, other regulations, and sanitary and environmental codes regarding public health and safety
- Conducts interdepartmental inspections of residential properties with the Building Department, Fire Department and Police Department
- Perform inspections, answer questions, review plans, and review relevant regulations and scientific information in order to enforce appropriate regulations
- Manage court complaints and prosecution of cases of non-compliance using administrative and/or judicial procedures
- Respond and manage to complaints relating to hoarding
- Conduct routine inspections and licensing of food service establishments
- Conduct risk-based food inspections based on food establishment inspection history, menu, size, and complexity of food operations
- Attend trainings to maintain knowledge and expertise in relevant areas of public health, housing, and environmental issues in order to maintain required licenses, certifications, and to increase knowledge of relevant industry practices



- As this is a regional position, the Regional Public Health Inspector will be required to work with all of the municipalities in the MetroWest Shared Public Health Services group (Ashland, Hopkinton, Hudson, Maynard, Milford, Millis, Natick, Framingham). Traveling around the region and working with the local health departments is required.
- Perform other related job duties as required

### **Supervision**

Works under the supervision of the MetroWest Shared Services Coordinator and the Town of 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 across the MetroWest region. 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. All necessary PPE will be provided.

The employee must operate standard office equipment, hand tools, environmental testing devices, and an automobile.

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 or environmental health science or a related field
- Work Experience:
  - At least one year of related experience in public health or environmental health required
  - 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 required
  - Registered Sanitarian preferred, or willingness/ability to become a Registered Sanitarian in Massachusetts within 1 year of hire required
  - Massachusetts Public Health Inspector (MA PHIT) preferred, or willingness/ability to successfully complete the training within 1 year of hire required
  - Ability/willingness to obtain specific certifications for inspections performed, such as soil evaluator, food inspector training, lead determinator, certified pool operator within the first 12 months of employment
  - Certified maintenance of continuing education credits (CEUs) required for ongoing recertification of all required credentials
  - Knowledge of the laws, rules and regulations pertaining to public health, sanitation and environmental health, and current inspection techniques



- 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
- Understanding of relevant municipal bylaws, regulations, and ordinances
- 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 (CORI) request must be completed for this position. However, a record is not an automatic bar to employment, but is reviewed in relation to the job applied for.

*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.*

*This position is funded through the Public Health Excellence grant program through the MA Department of Public Health and is contingent upon grant funding.*

**Job Title:** Regional Health Inspector  
**Location:** 78 Main Street, Hudson, MA 01749  
**Salary:** Grade M6, starting at \$62,827  
**Job Type:** Full-time, 37.5 hours per week  
Non-union  
Grant funded

Cover letter, application and resume should be sent to: [fsantos@townofhudson.org](mailto:fsantos@townofhudson.org)  
Position is posted until filled.

*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 based on an individual's status in any group or class protected by applicable federal, state, or local law. The Town of Hudson encourages applications from minorities, women, the disabled, protected veterans and all other qualified applicants.*