



**CITY OF TAUNTON
MASSACHUSETTS**

DEPARTMENT OF HUMAN RESOURCES

City Hall
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Amy Kazlauskas
Director

Sandra B. Peavey
Assistant Director

Maria Oliveira
Benefits Specialist

Rachael Capella
Benefits Specialist

Debbie Nunes
Benefits Clerk

**Sanitary Inspector
Board of Health**

A position is open for a candidate with experience in the physical, biological and social sciences, supplemented by specialization in the field of sanitary sciences and technology. Is qualified to carry out instructional and inspection duties, enforce the laws in the field of environmental sanitation and carry out any other appropriate duties assigned by the Executive Director of the Board of Health. This position is part of the City of Taunton Management Association (COTMA).

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.)

- Conducts a variety of inspections and tests including but not limited to the following areas: witnessing soil examinations and percolation tests, various phases of the installation of subsurface sewerage disposal systems, housing, vector control, food establishments, swimming pools, camps, ice skating rinks, solid waste, noise and air pollution control, massage establishments, general nuisance issues, etc.
- Pursues legal action when appropriate and necessary to enforce State Sanitary Code.
- Reviews plans for Disposal Works Construction Permits, building permits, food establishments, swimming pools, etc. and ensures compliance with state and local health codes.
- Investigates a variety of health related complaints and works towards compliance with state and local health codes.

Qualifications, Experience and Training

Bachelor's Degree required from a college or university of recognized standing, specializing in environmental health, public health, or biological sciences with two to three years' experience preferred in a related field. Knowledge of laws, rules, and regulations pertaining to public and environmental health required with the ability to enforce such regulations. Skills in reviewing construction plans and in making necessary inspections. Ability to work well with others, manage multiple tasks at once, be objective, fair and analytical in judging violations and determining compliance with applicable codes.

Job Description is available at Human Resources.

Salary: COTMA Step 1 \$1,328.93 to Step 10 \$1,493.24 weekly, 35 hour week

Please submit a cover letter, resume and application, in confidence, to hrjobs@taunton-ma.gov or Human Resources, City of Taunton, 15 Summer Street, Taunton, MA 02780. This position is open until filled.

Sanitary Inspector Board of Health

Definition: A person with broad basic education and experience in the physical, biological and social sciences, supplemented by specialization in the field of sanitary sciences and technology. Is qualified to carry out instructional and inspection duties, enforce the laws in the field of environmental sanitation, and carry out any other appropriate duties assigned by the Executive Director of the Board of Health.

Supervision:

Works under the direction of the Executive Director and the Board of Health and within the limits of the laws, rules, and regulations applicable to public and environmental health, which defines the authority, a City's health agent. Works within the major policies established by the Board of Health and Executive Director.

Performs assignments of a diverse nature, requiring professional and technical judgment in the areas of Public Health and Environmental Protection Laws.

Work involves regular association with the general public, personnel of other City Departments, businesses, contractors licensed by the Department and others.

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.

- Conducts a variety of inspections and tests including but not limited to the following areas: witnessing soil examinations and percolation tests, various phases of the installation of subsurface sewerage disposal systems, housing, vector control, food establishments, swimming pools, camps, ice skating rinks, solid waste, noise and air pollution control, bodywork, general nuisance issues, etc.
- Pursues legal action when appropriate and necessary to enforce State Sanitary Code.
- Reviews plans for Disposal Works Construction Permits, building permits, food establishments, swimming pools, etc. and ensures compliance with state and local health codes.
- Investigates a variety of health related complaints and works towards compliance with state and local health codes.

Minimum Qualifications:

Experience and Training: Bachelor's Degree required from a college or university of recognized standing, specializing in environmental health, public health, or biological sciences with two to three years' experience preferred in a related field. Knowledge of laws, rules, and regulations pertaining to public and environmental health required with the ability to enforce such regulations. Skills in reviewing construction plans and in making necessary inspections. Ability to work well with others, manage multiple tasks at once, be objective, fair and analytical in judging violations and determining compliance with applicable codes.

Skills, Knowledge and Abilities

- Ability to analyze complex issues and to develop relevant and realistic plans, programs and recommendations.
- Ability to communicate effectively both verbally and in writing; to establish positive public relations for the City, department; and to interact effectively with a wide variety of people.
- Knowledge of municipal laws and regulations related to public health.
- Knowledge & proficiency of basic Microsoft Office programs.

Physical Elements: Minimal physical effort required under typical office conditions include regular sitting, talking, walking and mental concentration for extended periods; intermittent moderate effort required for tasks such as moving files or related office equipment. Position requires the ability to operate a keyboard and view computer screens for an extended period of time and the ability to adjust focus; hearing ability requirements include ability to interact with subordinates, the public, elected or appointed officials and outside organizations. Must be able to climb stairs and lift 30 pounds. Work is performed both in an office environment and in the field; moderate physical effort is required in performing inspection and enforcement duties in the field. Employee will be required to drive and must possess a valid Massachusetts driver's license.

This position is a City of Taunton Management Association position (COTMA). Any changes in the primary duties and responsibilities listed must be negotiated between the City and COTMA consistent with the parties' obligations under M.G.L. Chapter 150E. 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 department and requirements of the job change.