

Regional Health Inspector Job Description

Background

The Blackstone Valley Partnership for Public Health (BVPPH) was developed as a result the collaborative approach of local public health through the pandemic. This shared experience has fostered cross-jurisdictional relationships that have left the towns of Blackstone, Douglas, Hopedale, Mendon, Millville, Northbridge, Upton and Uxbridge well-primed for further regional collaboration. This position is funded by a Public Health Excellence Grant through the Department of Public Health. The grant is funded on an ongoing basis subject to continued funding in the budget of the Commonwealth of Massachusetts.

Statement of Duties

Employee is responsible for the performance of technical and inspectional work to promote and protect the public health of BVPPH residents through the enforcement of state and local public health laws and regulations. Employee is required to perform all similar or related duties.

Supervision Required

Under the general direction of the BVPPH (Blackstone Valley Partnership for Public Health) the employee is familiar with the work routine and uses initiative in carrying out responsibilities and tasks independently with specific instruction. The Northbridge Board of Health Administrator is the direct supervisor for this position. The Board of Health for each Town provides additional and specific instruction for accomplishing the program objectives. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the BOHs aware of progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed. When the employee is working for a member Town, they should rely on that Town's BOH and BOH staff for guidance.

Supervisory Responsibility

Employee is not required to regularly supervise Town employees.

Confidentiality

Employee has access to confidential information in accordance with the State's Public Records Law such as department and client records related to communicable diseases, and lawsuits.

Judgment

Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, interpret, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity

The work consists of a variety of duties which generally follow standardized practices,

procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation. Prepares documents for public health hearings and legal actions taken by the Department.

Work Environment

Working conditions involve occasional exposure to intermittent machine or related noise or a combination of unpleasant elements such as communicable diseases, biohazards, radiation, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease when conducting field inspections. Employee may occasionally be required to work at heights or in confined or cramped quarters, or work around machinery and its moving parts. The employee is required to work beyond normal business hours in response to planned or natural emergency situations and to attend evening meetings.

Nature and Purpose of Relationships

Employee is in communication constantly; with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee, on behalf of the department, communicates departmental practices, procedures, regulations or guidelines. Required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

Accountability

The nature of work increases the probability that errors could be serious. Consequences of errors, missed deadlines or poor judgment may include significant monetary losses, waste of material, legal repercussions, and or personal injury when exposed to communicable diseases or other hazardous materials as part of day-to-day operations.

Occupational Risk

Essential functions regularly present potential risk of personal injury which could result in loss of time from work including personal injury when exposed to communicable diseases and other hazardous materials. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, or boots may be required.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. BVPPH understands that the job functions may shift based on the qualifications and experience of the employee. However, the employee will be expected to obtain certifications if hired. 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.

- Enforces state and local public health laws, rules, and regulations including but not limited to food service establishments, housing, nuisances (air, odor, trash, noise, etc.), tanning, swimming pools, bathing beaches, recreational camps for children, lodging houses, group homes, tobacco retailers, body arts establishments, bodywork establishments, marijuana retailers, keepers of animals, private drinking water wells, and Title 5 – onsite sewage treatment disposal systems, etc.; investigates and reports cases of diseases dangerous to public health.

- Inspects food service establishments and retail stores for compliance with state sanitary code; monitors food establishment test results. Conducts food establishment complaint and food borne illness investigations, contacts state officials, and consults with physicians and lawyers; submits required reports and final analysis to appropriate state and local departments or agencies.
- Conducts housing inspections to ensure properties conform to state sanitary code. Inspects rental units and properties subject to public complaints as part of routine sanitary code enforcement.
- Witnesses and inspects installation of septic systems, and system abandonments. Supervises operations performed by professional engineers and sanitarians on deep test holes, percolation tests and soil evaluations, writes reports and provides necessary follow-up.
- Reviews establishment and septic design plans for code requirements, assuring compliance and issuing permits, consults with engineers to suggest/support appropriate design, submits recommendations to Board of Health on variance approvals and conditions. Reviews plans for other boards/departments and submits reports when necessary.
- Plans and conducts health and environmental investigations, including collecting recreational water samples for bacterial analysis. Initiates remedial and enforcement procedures as necessary.
- Prepares order letters seeking enforcement of violations. Prepares documents in support of public health hearings and department enforcement actions, hearings, legal actions as well as presentation of public health rationale for enforcement in court.
- 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.
- Assists and participates in the organization and development of the department's emergency preparedness programs.
- Participates in public health programs in the community as required.
- Refers individuals to the Community Health Coordinator as necessary.

Recommended Minimum Qualifications:

Education and Experience:

Position requires a Bachelor's degree in environmental science, public health or related field; and one to three (1-3) years' experience in a related field; or any equivalent combination of education and experience.

Special Requirements: Preferred Registered Sanitarian (RS) or equivalent; valid Class D motor vehicle driver's license

Special Requirements within 18 months after Hire: Certified Pool Operator (CPO), Soil Evaluator, Lead Determinator, and ServSafe; Housing Inspection training. Certified maintenance of continuing education credits (CEUs) required for on-going recertification of all required credentials.

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of state environmental code, food service regulations, and all other laws, rules, and regulations pertaining to public health and sanitation. Thorough

knowledge of State septic system guidelines; working knowledge of current inspection and control procedures.

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

Skill: Excellent organizational skills; proficient data processing skill in the use of personal computers and office software including word processing, data base and spreadsheet applications; proficient oral and written communication skills.

Physical and Mental 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 position's essential functions.

Physical Skills: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting objects and carrying them. There also may be a need for the employee to stretch and reach in order to retrieve materials.

Motor Skills: Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting of papers, or operating a motor vehicle.

Visual Skills: Position requires routine reading of documents and reports for understanding. Employee is required to determine color differences.

Supplemental Information

This is a full-time position with an excellent benefits package. Starting salary will range from \$65,000 to \$75,000 depending on qualifications and experience. An additional part-time Community Health position may be available depending upon the qualifications of the applicant. This position is exempt under the guidelines of the federal Fair Labor Standards Act

The Central Massachusetts Regional Planning Commission is assisting with the hiring process by vetting candidates and presenting options to the hiring committee. A resume and letter of interest should be emailed to: Connor Robichaud crobichaud@cmrpc.org. This position is open until filled. Candidates must have legal authorization to work in the USA.

Each Town is an Equal Opportunity/ Affirmative Action Employer. Your opportunity for employment will be based only on your merit, without regard to race, religion, sex, age, national origin or disability.