



July 1, 2024 **Job Posting**

Grade E	Health Inspector	Job Description	
Direct Report	Health Director	Salary	Expected Hiring Range \$32.85 – \$36.05 per hour
Department	Public Health	FLSA	Non-Exempt
Division	Public Health	Bargaining Unit	Non - Union
Hours/Benefits	37.5 Hours Weekly/Benefits Eligible	Location	Town Hall

Summary

Performs a variety of routine and complex enforcement activities in compliance with State, Federal, and local regulations, and laws to protect the health of the community.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Enforces State, Federal, and local, regulations, codes, and ordinances within the Town of Reading.
2. Inspects a variety of facilities to insure compliance with applicable regulations, including but not limited to, food establishments, tanning and tattoo facilities, pools, recreational camps, commercial kennels, State barns, and housing.
3. Reports violations of applicable regulations using a variety of reporting methods, such as inspection reports, court complaints, tickets, and order letters.
4. Takes corrective action, issues instructions to responsible parties regarding changes to be made, and performs follow-up inspections to ensure compliance with regulations.
5. Prepares detailed inspection reports.
6. Assist Health Director with food establishment plan reviews.
7. Attends court hearings and other meetings as required.
8. Collaborates with the Building Inspector, Plumbing and Gas Inspector, Electrical Inspector, Police Department, and Fire Department as required to enforce regulations.
9. Collaborates with the Massachusetts Department of Health and the Department of Environmental Protection as required to enforce regulations.
10. Participates as part of the Public Health Emergency Response Team, and performs various duties as assigned.
11. Assists with the development and implementation of various public health education programs.
12. Answers phones and performs various clerical or administrative tasks as necessary.
13. Performs other duties and works on special projects as assigned or directed.
14. Conducts Title 5 inspections, foodborne illness investigations; and nuisance complaint investigations, including but not limited to, rodent complaints, trash complaints and vegetation overgrowth complaints.

Work Hours

This is a full-time position with a typical 37.5 hours per week and varied hours to suit both the department and the needs of the community. Office operating hours include Monday, Wednesday, and Thursday 7:30 am – 5:30 pm, Tuesday 7:30 am to 7:00 pm. Evening hours are required to accommodate various board and committee meetings.

Minimum Qualifications

1. Graduation from an accredited four-year college or university with a Bachelor's Degree in the sciences; and
2. Minimum of two (2) years of progressively responsible experience in the public health field; or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Applicant should be able to meet the requirements of the position as outlined in the attached position description for **Health Inspector**. Applicant should state education, training and experience which they feel has provided them with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at www.readingma.gov until filled.

A full job description is available upon request
The Town of Reading is an Equal Opportunity Employer