



Job Description

Position: Health Inspector
Primary Location: Town Hall
Employment Status: Full-time, Hourly, Non-Exempt
Reports To: Director of Public Health
Description Updated On: November 8, 2021

Summary/Objective

The Health Inspector is responsible for performing technical inspection work in enforcing rules, laws and regulations pertaining to the public's health, including but not limited to control of disease programs, promotion of sanitary conditions, and protection of the environment from damage and pollution. The Health Inspector participates in emergency management and bioterrorism planning. The employee is required to perform all similar or related duties as needed.

Essential Functions

- Enforces state and local public health laws and regulations in accordance with respective statutes, regulations, and policies related to food safety, tobacco control and prevention, and mosquito control.
- Engages community members to correct environmental health (e.g., trash) issues, housing issues, food establishment and other issues, which all contribute to the upkeep of public health.
- Represents the Board of Health in routine business and occasional, non-routine emergencies.
- Reviews and inspects septic systems in accordance with state Title V regulation; inspects individual sewage disposal systems and advises owners of proper disposal; investigates private water supplies for conformity with state regulations.
- Inspects a variety of public and private settings, including restaurants, housing, childcare centers and schools, recreation areas, industrial plants, etc.
- Investigates community complaints and recommends methods for correcting nuisances dangerous to the public health.
- Supervises the enforcement of quarantine regulations.
- Organizes and assists in the administration of clinics and similar prevention efforts.
- Assists in the preparation of official documents, correspondence, and purchase orders to ensure compliance with local and state laws and policies.
- Maintains accurate files, records, and reports (e.g., regarding inspections, processes, results, etc.).
Contributes to programs, policies and planning from the data gathered from inspections.
- May be asked to complete other duties to improve the public's health by fulfilling mandates and guidance from the Centers for Disease Control (e.g., the core functions and essential services of public health, Public Health 3.0), and the Massachusetts Department of Public Health (DPU) and the Department of Environmental Protection (DEP).

Required Qualifications, Education, and Experience

High School graduate required plus a minimum of three (3) years of related work experience in a public health program or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Must possess a valid Massachusetts driver's license.

Preferred Qualifications, Education, and Experience

The following designations are preferred: State Registration as a Sanitarian; Registration with the Board of Certification of Health Officers of the State; DEP approved soil evaluator; Certified Pool Operator's License; DEP approved septic inspector certification; licensed lead determinator; Food Safety Certification; Incident Command System Certification, Integrated Pest Management (IPM) certification.

Knowledge, Skills & Abilities

- Knowledge of federal, state, and local laws, rules and regulations pertaining to public health; knowledge of approved methods and equipment used in handling food and milk and environmental health protection such as sanitary sewer disposal; knowledge of current inspection and disease control procedures.
- Excellent planning and organizational, employee relations, and customer skills, and ability to handle multiple tasks; basic business and negotiation skills. Must be a self-motivated, creative, flexible, compassionate, and adaptable team player
- Ability to enforce and interpret regulations firmly, tactfully, and impartially; ability to communicate effectively, orally and in writing and to use a computer; ability to interpret and implement information contained in legal documents, including statutes and regulations, and building plans.

Physical and Mental Job Requirements

- 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 heavy objects and carrying them. The Health Inspector may need to stretch and reach to retrieve materials.
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Make decisions that have an impact on the health and wellbeing of Townspeople
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Memorization/concentration
 - Learning/knowledge retention
 - Emotional/behavioral self- regulation
 - Interacting with others

Work Environment

The functions of this role are conducted in both an office and field environment. Working conditions during inspections may involve exposure to intermittent machine or related noise or a combination of unpleasant elements such as loud noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Duties may

involve occasional work at heights or in confined or cramped quarters or work around machinery and its moving parts.

Hours of Work

- This role is paid on an hourly basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek.

AAP/EEO Statement

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____

Hiring Manager_____ Date_____