

Town of Sudbury
Health Inspector *Deadline extended through April 4th!*
DEPARTMENT: Health
Full-time: 35 Hours/Week

The Town of Sudbury seeks highly responsible and qualified Health Inspector. This position primarily conducts inspections in accordance with state and local public health laws and regulations. Jurisdiction includes, but is not limited to: housing, lead paint, food establishments, tobacco permit holders, septic, rubbish haulers, swimming pools, summer camps, nuisances, body art, body work and facilities that use or store hazardous materials. Issues various licenses and permits based on application review. Conducts site inspections, reinspections and follow-up as needed with evaluations of the issues involved. Prepares related reports and records.

Minimum qualifications: Bachelor's degree in a science related discipline, and preferably one to three years' experience in an environmental and/or health related field, including experience conducting food service and septic inspections. Must possess a valid driver's license and have strong writing skills

Candidates must meet minimum requirements contained in job description posted at <http://sudbury.ma.us/departments/HR> .

Starting salary range is \$61,749 to \$69,280 (top step in range to \$81,209) plus excellent benefits. Email letter of interest and resume to ZengV@sudbury.ma.us. Resumes accepted *until Friday, April 4th, 2025* at noon. Resumes reviewed as received. Position open until filled.
AA/EOE

See complete Job Description below:

Health Inspector

Position Purpose:

Under the general supervision of the Health Director, performs technical environmental health work in the inspection of private, public, and commercial property for environmental health hazards, and assists in working towards resolution of hazards.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring the exercise of judgment and initiative to carry out assignments independently, analyze situations and conditions, and determine appropriate course of action from department guidelines and policies.

Supervision Received: Works under general direction. Individual generally establishes own daily work plan and priorities, using established procedures to complete the work in accordance with established departmental policies and standards; only unusual cases are referred to supervisor.

Supervision Given: Provide immediate functional or technical supervision over other employees in the same or a closely related classification where the work of the supervised employee(s) is essentially the same as the work of the supervisor. Supervision is limited to explanation and guidance with no responsibility for costs, methods or personnel. May supervise the equivalent of 2 part-time employees.

Job Environment:

Administrative work is performed under typical office conditions. Frequent inspection work is performed under varying conditions, with exposure to various weather conditions, the hazards associated with construction sites, and chemical and biological hazards.

Regularly operates an automobile, computer, telephone, and standard office machines.

Makes frequent contacts with the general public, other Town departments/boards/committees, septic installers, engineers, architects, builders/developers, food establishment owners/managers, pool operators, camp directors, health care professionals and organizations, and state agencies. Contact is by telephone, email, texting, in writing, and through personal meetings. Virtual meetings and use of virtual meeting platforms such as, but not limited to: Zoom, Microsoft Teams, Web X, Google Meet, are also necessary. Meetings with diverse groups require considerable persuasiveness, resourcefulness, and diplomacy to influence the behavior and decisions of others effectively, fostering collaboration and achieving shared goals.

Emphasis is given to educate and assist stakeholders in efforts to maintain compliance with laws and regulations.

Errors in applying public health procedures or interpreting regulations could jeopardize public health and safety, lead to unsanitary conditions, create legal and financial consequences, and damage the department's and Town's reputation.

ESSENTIAL FUNCTIONS:

Conducts inspections of residential and commercial properties in accordance with state and local public health laws and regulations. Jurisdiction includes, but is not limited to: housing, lead paint, food establishments, tobacco permit holders, septic, waste haulers, swimming pools, summer camps, nuisances, body art, body work and facilities that use or store hazardous materials.

Issues various licenses and permits based on application review, site inspections, and evaluation of the issues involved. Prepares related reports and records.

Supervises the enforcement of Title V of the State Environmental Code, requiring inspection and approval of septic system installations and repairs. Witnesses soil percolation tests and deep observation test holes; conducts site evaluations. Interviews applicants prior to the issuance of septic system installer licenses. Assesses variance requests with Director. Reviews engineering plans for new and replacement septic systems.

Reviews preliminary and definitive subdivision plans to determine whether or not any areas shown on the plan cannot be used for building sites without injury to public health.

Drafts Board of Health reports.

Maintains and updates databases of information related to inspections, including correspondence, photographs, copies of complaints and correction orders, etc.

Educates individuals and businesses regarding compliance with codes and regulations and assists with mitigating problems.

Responds to health, environmental and/or housing complaints from residents and businesses. Conducts investigations as needed, including food-borne illness investigations, and ensures proper remediation.

Reviews and approves plans submitted by new food establishments including food plans, floor plans, and inventory of equipment.

Reviews well water samples and ground water studies for residents; assists in interpretation of results; recommends corrective action if necessary.

Enforces state and local public health laws, rules, and regulations. Conducts investigations involving Title V, housing, food safety, hazardous waste sites, drinking water concerns, illegal dumping, and other recognized potential hazards. Completes related reports and records and takes all necessary action to enforce related regulations.

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.

Responds to questions, concerns, and complaints regarding the Health Department, its programs, local/state rules and regulations, and general public health issues.

Supports Emergency Preparedness planning and Emergency Dispensing site operations. Assists with PHEP (Public Health Emergency Preparedness) responsibilities in collective inter-departmental efforts.

Works with many Town professionals within multiple departments such as Building Inspectors, DPW Director and Town Engineer, Facility Director, and Conservation Agent.

Assists in some aspects of hazardous materials response.

Provides support to the Health Director and the Board of Health as needed.

Performs special projects and other related duties as required, directed, or as the situation dictates.

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.

Participates in public health programs, such as assisting in community flu clinics and hazardous waste collection day.

Regular attendance at the workplace is required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree or completion of four years of college in a related discipline, and preferably one to three years' experience in an environmental and/or health related field, including experience conducting food service and septic inspections.

Possession of a valid Class D Driver's License.

Possess strong writing skills

Special Requirements within 18 months after Hire: Complete Foundations in Public Health courses; complete specific certifications for inspections performed, such as soil evaluator, system inspector, food inspector training, housing inspection training, certified pool operator, and lead determinator.

Knowledge, Ability and Skill:

Knowledge: Comprehensive knowledge of the practices and administration of public health. Extensive knowledge of the applicable state and local laws and regulation relative to public health. Comprehensive knowledge of the state sanitary codes. Extensive knowledge of public health related field such as epidemiology, disease prevention, environmental health, and/or industrial hygiene.

Ability: Ability to read, analyze, and interpret common health and medical journals, financial reports, and legal documents. Ability to delegate responsibility and work well with subordinates. Ability to work effectively under time constraints to meet deadlines.

Skill: Imagination, innovation and judgment relating to planning and achieving department goals. Skills in operating above-mentioned equipment. Good customer service skills. Operate computer and various software necessary for performing assigned duties; ViewPermit a plus. Interpret, explain, and enforce related Federal, State, and Local laws, codes, and regulations. Communicate clearly and concisely, both orally and in writing, and maintain effective relationships. Make discriminatory observations, sound decisions, and use good judgment.

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.

Physical Requirements:

The employee must be able to perform the essential functions of the job and is required to interact and communicate frequently and effectively with the public. Regularly required to stand, walk, stoop, climb, and reach for extended periods of time, and to use eye-hand coordination and finger dexterity. Frequently lifts up to 25 pounds and may occasionally lift up to 50 pounds. Works in heavily trafficked and often slippery areas. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal office.

(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.)