

**Town of Sudbury  
Health Inspector  
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, 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.

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 \$56,768 to \$61,294 (top step in range to \$74,658) plus excellent benefits. Email letter of interest and resume to [murphyb@sudbury.ma.us](mailto:murphyb@sudbury.ma.us). Resumes accepted *until Tuesday, June 1st*, at noon, with the *initial review of applications beginning May 12th*. 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 ZOOM, TEAM, WEB X also necessary. Meetings with groups require considerable persuasiveness and resourcefulness to influence the behavior of others.

Emphasis is given to educate and assist stakeholders in efforts to maintain compliance with laws and regulations. Errors in either the technical application of recognized public health procedures, or in the interpretation of related information, could seriously endanger public health and safety, result in inadequate conditions of sanitation, have legal and financial ramifications, and cause adverse public relations for the department and for the Town.

## **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 , rubbish haulers, swimming pools, summer camps, nuisances, body art, 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. Observes 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.

Conducts surface and ground water studies to monitor the water quality of the Town. Collects well water samples for residents; interprets results; recommends corrective action if necessary.

Investigates complaints regarding potential violations of state and local codes, rules and regulations relating to public health (including sewage and housing problems, food protection, 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.

Responds to questions/concerns/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 staff, Facility Director, and Conservation Agent.

Assists in some aspects of hazardous materials response.

Assists supervisor and other staff in preparing for court hearings related to code compliance.

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.

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 Driver's License

**Possess strong writing skills**

**Must obtain OSHA 10 Hour Training within 1<sup>st</sup> month of employment**

**Special Requirements:**

Training in Food-borne illness investigation, Housing inspection and Soil evaluation

Ability to obtain certification as a Registered Sanitarian or Certified Health Officer in the Commonwealth of Massachusetts.

ServSafe, Certified Pool Operator, Title 5 Systems Inspector and Soil Evaluator, and other National Environmental Health Association credentials such as REHS/RS, CEHT or CPFS.

### **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.

### **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.)*