HEALTH INSPECTOR

Department: **Health**
Division: **N/A**
Appointing Authority: **Health Director**

Grade: **S4**
Revision Date: **12/2020**
Bargaining Unit: **S**

Definition:
Responsible for the investigation of complaints of unsanitary conditions, practices, and nuisances affecting the public's health in accordance with local, State and Federal law; specifically, the interpretation, implementation, and enforcement of the Code of Massachusetts Regulations, Board of Health Regulations, Massachusetts General Laws and City Bylaws pertaining to all aspects of Public Health.

Supervision:
Work under the general direction of the Director of Health. The employee plans and performs in accordance with standard practices, and has substantial responsibility for determining the process, action and organization of work related activities. This individual is expected to resolve problems by adapting methods or interpreting instructions to solve the particular issues. The employee will meet objectives and goals using a technical process to complete them in a proficient manner. Work will be evaluated for appropriateness of actions and/or decisions to comply with policy. Technical and policy concerns will be discussed with supervisor, but the actual work will be initiated and carried out independently by the employee.

Will work collaboratively with other personnel.

Environment:
Work is performed under both typical office conditions and field work under a variety of environmental conditions. Office work involves operating telephone, computers, printers, copiers and other standard office equipment.

Has contact with local, State or Federal agencies and personnel; vendors and representatives of outside organizations and the general public; contacts require considerable patience and courtesy.

Has access to a high level of confidential information.

Must drive self to and from job sites.

Errors in performance may cause legal or financial repercussions, considerable confusion and delay, and lead to adverse public relations.

Essential Functions:

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.

General:

Conduct inspections of restaurants, retail food establishments, temporary food establishments, mobile food units, school cafeterias, church kitchens, hotels, motels, bed-and-breakfast establishments, recreational camps, tanning establishments, body art establishments, public and semi-public swimming pools, and indoor pools and spas to ensure compliance with the local and State codes. Act to eliminate nuisances, unsanitary conditions, sources of filth and air pollution.

Respond to general complaints, housing issues and nuisances. Issue enforcement orders, send letters for follow-up if required, and conduct re-inspections.

Enforce the regulations of the Greenfield Board of Health restricting the sale of tobacco and vaping products and any other regulations that apply.

Cooperate with State and municipal inspectors in joint investigations and inspections in related fields.

Perform timely re-inspections to ensure compliance with orders or agreements. Communicate findings and regulatory provisions to owners, occupants, and property managers.

Educate community members regarding sanitary procedures and techniques. Promote community interest and cooperation in environmental sanitation.

Prepare and present show cause hearings in the prosecution of persistent violators.

Conduct septic system inspections, perform excavation checks, and review plans required for Title V regulations.

Review demolition permits, site plan reviews, building permits and zoning and planning special development permit applications as required.

Issue burial permits as needed.

Attend seminars and trainings on pertinent public health topics. Attendance may be required at BOH meetings when an agenda item is related to the Health Inspector's order of non-compliance, at the request of the Director of Public Health, and/or the Board of Health.

Participate in emergency preparedness activities.

Perform necessary administrative duties and any other tasks the Board of Health or the Health Director may assign.

Housing:
Conduct housing inspections to ensure compliance with 105 CMR 410.000: State Sanitary Code Chapter II: Minimum Standards of Fitness for Human Habitation. Prepare findings and issue orders to correct violations and orders to vacate to the owners and/or occupants of the dwelling unit. Conducts re-inspections of dwelling units. Prosecutes persistent violators of the State Sanitary Code in Housing District or Superior Court. Prepares documentation to issue a condemnation order if, in the opinion of the sanitarian, the violations pose an immediate threat to the health, safety and well-being of the occupants of the dwelling unit. Responsible for placarding the dwelling unit as "condemned" and ensuring the occupants are removed from the dwelling unit in a timely manner. Requests additional inspections (i.e. building, plumbing, wiring) when warranted.

Food Establishments:
Perform routine field inspections of retail food and food service establishments for general construction and cleanliness, wholesomeness of food, proper food preparation procedures, and sanitation of dishes and utensils. Communicates the Hazard Analysis Critical Control Point (HACCP) method of food sanitation to food service managers and employees. Conducts joint inspections with personnel from the Massachusetts Department of Public Health's Division of Food and Drugs. Embargoes and/or oversees the destruction of unwholesome or adulterated food product. Investigates all alleged food-borne illness complaints. In the event of a food-borne illness outbreak, the Inspector will work collaboratively with the Public Health Nurse and, epidemiologists from the Massachusetts Department of Public Health's Epidemiology Program. Conducts inspections of temporary and mobile food establishments at fairs and various outdoor events. Must be available to work weekends and evenings for these seasonal events.

Lead Paint:
Conduct Lead Paint Determinations in dwellings where a child under the age of six resides. Utilizes sodium sulfide to conduct the determination. Prepares a report of findings and issues an order to correct violations to the owner of the dwelling if dangerous levels of lead are found in the dwelling. Issues cease and desist orders if unlicensed de-leading has occurred in the dwelling. Collects samples of lead dust to submit for laboratory analysis. Tracks the progress of the de-leading on each property and files criminal complaints against those owners who fail to comply with the Lead Poisoning prevention Regulations.

Title V:
Must have the ability to review septic system plans for compliance with Title V Regulations and issue permits to construct septic systems as well as certificates of compliance upon completion of the installation. Witnesses percolation tests for the construction, repair or upgrade of septic

systems. Conducts soil evaluations as necessary in accordance with The State Environmental Code, Title V: Standard requirements for the sighting, construction, inspection, upgrade and expansion of on-site sewage treatment and disposal systems and for the transport and disposal of septage. Reviews and approves septic system plans. Inspects the installation of septic systems to assure compliance with Title V. Reviews septic system inspection reports for accuracy and completeness.

Swimming Pools:
Inspect all public, semi-public, and special purpose pools for compliance with 105 CMR 435.000: Minimum Standards for Swimming Pools (State Sanitary Code: Chapter V). Conducts testing of chemical standards including disinfection, pH, alkalinity. Collects samples to submit for bacteriological analysis. Conducts testing of water clarity utilizing a secchi disk.

Recreational Camps for Children:
Inspect all Recreational Camps for Children for compliance with 105 CMR 430.000: Minimum Sanitation and Safety Standards for Recreational Camps for Children (State Sanitary Code: Chapter IV).

Bathing Beaches:
Inspect the bathing beach for compliance with 105 CMR 445.000: Minimum Standards for Bathing Beaches (State Sanitary Code Chapter VII). Assures mandatory biological testing of bathing beach waters.

Tanning:
Inspect tanning establishments for compliance with 105 CMR 123.000: Tanning Facility Regulations.

Tobacco Regulations:
Enforce State and City of Greenfield regulations prohibiting smoking in workplaces and public places and Greenfield Board of Health tobacco sales regulations.

Vaping Regulations: Follow State regulations as they change.

Marijuana Regulations: Follow State regulations as they change.

Body Art Establishments:
Follow City regulations as they change. Inspect body art practitioners and body art shops for compliance.

Frozen Dessert Regulations:
Review and analyze monthly bacteriologic testing of certain frozen dessert products.

Minimum Qualifications:

Education and Experience:

Bachelors Degree in a Health Science or related field is preferred. Meet the educational requirements to take the R.S. examination. Lead Paint Determinator's license preferred or can be scheduled for the next exam. Soil Evaluator's credential preferred or be scheduled for the next Soil Evaluator's exam. Current Pool Operator Certification preferred or obtain as soon as possible after hire. Registered Sanitarian license preferred or have the ability to obtain within one year of hire. ICS training ICS 100, ICS 200, and NIMS 700 completed within six months of hire.

Knowledge, Ability and Skill:

Thorough knowledge of State Sanitary Codes, experience in conducting comprehensive housing and food service (as well as a variety of other types) inspections. Ability to establish and maintain effective working relationships and to mediate and handle interpersonal disputes effectively. Knowledge of Hazard Analysis Critical Control Point (HACCP) method of food service inspections is a plus. Must demonstrate a high level of organizational and time management skills and possess computer expertise. Ability to communicate effectively orally and in writing. Must perform all aspects of job responsibilities with honesty and integrity.

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required; familiarity with MUNIS and other database programs, computer hardware and software applications.

Physical Requirements:

Employee is required to physically climb, balance, kneel, reach, stoop, and or crawl. Must have the physical ability to negotiate rough terrain on undeveloped land as well as maneuver through septic system trenches. Must have the ability to climb into excavation holes up to five feet deep; requires the ability to remain standing outdoors for extended hours in all types of weather. Must be capable of lifting concrete covers to septic tanks and distribution boxes (approximately 70-80 pounds). Must have the ability to climb ladders as well as negotiate stairs which may or may not be structurally sound. Must handle sodium sulfide in the course of lead paint determinations.

Field work involves frequent walking and climbing over uneven terrain; exposure to sun, wind, dust, heat, cold, rain, snow, insects, poison ivy, noise and other associative field conditions. Environment may include raw sewage, asbestos, mold, lead paint, environmental tobacco smoke, fleas, cockroaches, and bed bugs, as well as potential exposure to live electrical wires, communicable disease and potential hostile situations.

Special Requirements:

Must have a valid class D drivers license; an acceptable driving record and be insurable under City's policy; must successfully pass CORI/ SORI checks; must hold a current Lead Paint Determinator's license or be scheduled for the next exam; must hold a current Soil Evaluator's

credential or be scheduled for the next Soil Evaluator's exam; must have a current Pool Operator Certification or obtain as soon as possible after hire; must hold Registered Sanitarian license or have the ability to obtain within one year of hire. ICS training ICS 100, ICS 200, and NIMS 700 completed within six months of hire; must be available for occasional weekend coverage.

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.

Approved:

Human Resources Director

12/3/2020
Date

Rev. 8/99; 9/05; 7/08, 5/18, 12/2020

Department Head

S-Approved
Mayor

['S' Unit Review: CM]