

TOWN OF HAMILTON, MA
HEALTH INSPECTOR

Department	Health
Reports to:	Health Agent
Position Status:	Non-Exempt
Weekly Hours:	Approximately 275 hours annually; on-call availability required for inspections.
Salary Classification:	Grade 8

Position Summary/Purpose:

The purposes of this position are to conduct and administer community health investigations, ensuring compliance with federal, state and local laws, ordinances, mandates and protocols specifically in the area food safety and camp safety. The Health Inspector is required to exercise considerable independent judgment in administering and performing health-related inspections and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs a variety of inspections requiring professional and technical responsibilities based on an extensive knowledge of public health and environmental health protection laws, codes, rules and regulations, and responsible for performing all related health inspections under supervisions as indicated in position purpose and essential function.

Supervision Received: Works with minimal and ad hoc direction from the Health Agent, following professional standards, procedures and policies.

Supervision Given: None.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. 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.)

- Review applications for food establishments (including festivals and one-day events), recreational camps for children, ice rinks and semi-public and public swimming pools.
- Review plans for new or remodeled food establishments and oversee projects to completion to ensure that all codes are met, including pre-operational and opening sections. Meet with food establishment owners for code review on future projects.
- Conduct routine inspections, follow-up inspections and complaints of food establishments (e.g. restaurants, retail stores, residential kitchens, private clubs, church kitchens, school kitchens, mobile units, concession stands, and all Town festivals and fairs), camps, swimming pools (including water testing) and ice rink.
- Investigate emergency situations, such as suspected food poisoning, rodent infestation, outbreak of disease, etc.

- Conduct housing inspections, upon request.
- Submit and file required reports at the state and local level. Maintain files, reports and records; ensure confidentiality of health records.
- File complaints in legal proceedings; prepare and present evidence in court proceedings.
- Administer compliance programs for state and local public and environmental issues.
- Train for, and participate in, emergency response for the Town, including on-site work in shelters and other facilities.
- Maintain productive relationships and collaborate with all Town departments for the purpose of enhancing efficiency and productivity.
- Monitor federal, state and local regulations that are applicable to the Health Department services

Other Functions:

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development, including housing and shelter training; keep current within health field.
- Assist other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

Must have an Associate's Degree in a related field and over 3 years of related experience, or any equivalent combination of education, training and work experience. Municipal experience preferred.

Special Requirements:

Must have and maintain: Valid Driver's License, as well as Serv-Safe, Pool Operation, and Food Manager certifications. Lead Detection certificate a plus.

Knowledge, Ability and Skill:

- Comprehensive knowledge of public health and environmental health laws, including recreational camps for children, food sanitation, housing, and emergency preparedness.
- Thorough knowledge of state and local public health statutes, regulations, codes, mandates, policies and procedures, particularly as governed by the State Dept. of Public Health.
- Knowledge of food-borne disease prevention.
- Ability to investigate complaints and violations in a professional manner and to enforce the rules and regulations of the Town and State.
- Ability to administer compliance programs regarding health and environmental issues.
- Ability to maintain detailed and accurate records and data bases; skilled in the use of relevant software, such as Microsoft Office, as well as any software specific to reporting requirements; ability to use smartphone to capture and share inspection data and photos.
- Ability to establish and maintain effective working relationships with Town staff, officials, health agents in neighboring towns, and State agencies.

- Ability to plan and prioritize inspections and to successfully convey procedures and regulations to a variety of constituencies, particularly establishment owners and residents.
- Strong verbal and written skills; strong interpersonal, problem solving, and crisis management skills. Ability to de-escalate interactions with angry people.
- Aptitude for working with, and explaining health policies and procedures to people.
- High level of customer service skills to convey a sense of trust and fairness.

Job Environment:

Works in a non-office environment, requiring travel by private car, involving hot, cold and inclement weather exposure, loud noise, precarious heights, fumes, toxins, dangerous walking areas, moving mechanical parts, vibration and risk of electrical shock. Performs paperwork in the office environment

Requires the operation of a motor vehicle, cellular and other telephones, personal computers, copiers, facsimile machines, and other standard communication equipment. Uses thermometer, sanitizer and infrared testing equipment.

Makes constant contact with Town staff, the State Dept. of Public Health, housing authorities, health agents in neighboring towns, owners/managers of food establishments and camps, tenants and occupants of houses, pool directors and residents. Communication is frequently by telephone, mail, and e-mail. Contacts require a high level of detail and professionalism.

Errors in judgment or omissions could result in injury to others due to poor inspections; delays or loss of service, monetary loss and/or rework; resulting legal impact or liabilities.

Has access to confidential information, including health and disease information and records.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places			X	
Work with toxic or caustic chemical		X		
Work with fumes or airborne particles		X		
Non weather related –extreme heat/cold			X	
Work near moving mechanical parts				X
Risk of electrical shock			X	
Vibration			X	
Other- anger management			X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking				X
Sitting		X		
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing stairs		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Tasting or smelling			X	
Bending, pulling, pushing			X	
Other-Driving				X

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)				X
Very Loud (jack hammer work)	X			

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
☒ Distance vision (i.e. clear vision at 20 feet or more)
☒ Color vision (i.e. ability to identify and distinguish colors)
☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
☒ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
☐ No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)