

## **FOOTHILLS HEALTH DISTRICT**

**P.O. Box 447**

**Haydenville, MA 01039-0447**

### **DISTRICT HEALTH INSPECTOR JOB DESCRIPTION**

**RESPONSIBLE TO:** The Health Inspector is employed by the 4-town Foothills Health District and reports to Health Director. Member towns are Goshen, Westhampton, Williamsburg, and Whately.

#### **MINIMUM QUALIFICATIONS:**

1. Bachelors Degree in Public Health preferably in Science or a related field
2. At least two (2) years prior work experience; or an equivalent combination of education and experience
3. Position requires the employee to have a valid Class D Motor Vehicle Operator's license
4. Preferred to be a Registered Environmental Health Specialist / REHS / RS credentials (or qualified to attain one)
5. Preferred certified Soil Evaluator / Title 5 Systems Inspector
6. Working knowledge of the Title 5 State Environmental Code, as well as the State and Federal Food Code, and the State Sanitary Code
7. As a condition of employment, the employee must be CORI certified
8. Working knowledge of the principles and practices of public health, and applicable federal, state and local codes, laws, regulations, and by-laws pertaining to public health and safety and environmental protection
9. Knowledge of communicable disease control and investigation including reporting requirements via Maven
10. Knowledge of environmental protection, and water protection
11. Ability to interpret and enforce regulations or laws in an impartial manner and to deal with disgruntled members of the public in a tactful manner
12. Ability to conduct thorough inspections, read and interpret building construction plans or blueprints; ability to prioritize work, and to perform multiple tasks in a detailed, organized, and timely manner
13. Ability to use various computer software applications

#### **RESPONSIBILITIES:**

1. Carries out the functions mandated by statute and Board of Health policy, by the Health Director, including, butnot limited to, the following:
  - conduct inspections and issue permits for food service establishments;
  - subsurface sewage disposal systems;
  - private and community water supply wells;
  - public swimming pools; camps; etc.
  - Filing, Making phone calls
2. He/she will investigate health, housing, environmental, and nuisance complaints for

compliance with Federal, State, and local regulations and issue orders for remedies. Health Inspector may assist in public health response to natural epidemics and similar emergencies.

3. Responsible for the enforcement of Federal, State and local regulations pertaining to public health and safety, and environmental protection including but not limited to Title 5 State Environmental Code, State and Federal Food Code, State Sanitary Code, Minimum Standards for Bathing Beaches, Tobacco Control Regulations, Private Well Regulations, Body Art Regulations, State Swimming Pool Regulations, Tanning Facility Regulations, and any other regulations adopted by the Foothills Health District
4. Prepares reports and conducts complaint investigations and prepares enforcement orders, correction letters, and support documents for possible action by the Town's Board of Health or the courts.
5. Investigate reports of infectious/communicable disease, food borne illness and enforces Isolation and Quarantine in conjunction with the State Regulations
6. Attends work-related training programs and seminars as required in order to maintain certifications and licenses as required by the Town and/or the State as well as to stay abreast of changes in the provision of public health services, techniques and laws.

### **PHYSICAL AND MENTAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions. Must have the capacity to remain calm and professional in what can be difficult circumstances dealing with the public.

**Physical Skills:** 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, the employee is required to lift, push, or pull objects or department equipment and carry them. There also may be a need for the employee to be able to stretch and reach in order to retrieve materials or equipment.

**Motor Skills:** Duties involve assignments requiring the application of hand and eye coordination with finger dexterity and motor coordination in order to stretch, reach, or retrieve department materials, to operate a motor vehicle, a cell phone and/or a personal computer.

**Visual/Auditory Skills:** The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is regularly required to determine color differences.