



**TOWN OF FRAMINGHAM
MASSACHUSETTS**

**RFP#16-116
April 6, 2016**

**NOTICE OF VACANCY
April 6, 2016**

POSITION: Public Health Inspector

DIVISION: Health Department

SALARY: PR4 \$56,135 - \$67,158

HOURS: Monday – Friday 8:30 am to 5:00 pm/some nights for emergencies

Statement of Duties: Employee is responsible for the performance of technical and inspectional work to promote and protect the public health of Framingham residents through the enforcement of state and local public health laws and regulations as well as providing public health education. Employee is required to perform all similar or related duties.

Supervision Required: Under the general supervision of the Director of Public Health, and direct supervision of the Chief Environmental Health Officer, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility: Employee is not required to regularly supervise town employees.

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.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, interpret, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation. Prepares documents for public health hearings and legal actions taken by the Department.

Work Environment: Working conditions involve occasional exposure to intermittent machine or related noise or a combination of unpleasant elements such as communicable diseases, biohazards, radiation, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease when conducting field inspections. Employee may occasionally be required to work at heights or in confined or cramped quarters, or work around machinery and its moving parts. The employee is required to work beyond normal business hours in response to planned or natural emergency situations and to attend evening meetings.

Nature and Purpose of Relationships: Relationships are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance. The employee on behalf of a department to communicate departmental practices, procedures, regulations or guidelines. Required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

Accountability: The nature of work increases the probability that errors could be serious. Consequences of errors, missed deadlines or poor judgment may include significant monetary losses, waste of material, legal repercussions, and or personal injury when exposed to communicable diseases or other hazardous materials as part of day-to-day operations.

Occupational Risk: Essential functions regularly present potential risk of personal injury which could result in loss of time from work including personal injury when exposed to communicable diseases and other hazardous materials. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, or boots may be required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

1. Enforces state and local public health laws, rules and regulations including but not limited to food service establishments, housing, nuisances (air, odor, trash, noise etc.), tanning, swimming pools, bathing beaches, recreational camps for children, lodging houses, group homes and Title 5 – onsite sewage treatment disposal systems etc.; investigates and reports cases of diseases dangerous to public health.
2. Witnesses and inspects installation of septic systems and performs soil evaluations. Supervises operations performed by professional engineers and sanitarians on deep test holes, percolation tests and soil evaluations.
3. Reviews plans for other boards/departments and submits reports when necessary. Reviews septic design plans for code requirements, assuring compliance and issuing permits, consults with engineers to suggest/support appropriate design, submits recommendations to Board of Health on variance approvals and conditions.

4. Assists in the Title V inspection program, inspects facilities, writes reports and provides necessary follow-up.
5. Participates in public health programs in the community as required.
6. Assists and participates in the organization and development of emergency preparedness programs as required by the CDC grant.
7. Responds to a variety of public complaints regarding public health issues; may investigate complaints of inadequate housing conditions.
8. Conducts food borne illness investigations, contacts state officials, and consults with physicians and lawyers; submits required reports and final analysis to appropriate state and local departments or agencies.
9. Plans and conducts health and environmental investigations, including collecting recreational water samples for bacterial analysis. Initiates remedial and enforcement procedures as necessary.
10. Inspects all food service establishments and retail stores for compliance with state sanitary code; monitors food establishment test results.
11. Prepares order letters seeking enforcement of violations and prepares support documents for administrative or legal hearings.
12. Conducts housing inspections to ensure property conforms to state sanitary code. Inspects rental units and properties subject to public complaints as part of routine sanitary code enforcement.
13. Serves as a public health educator, conducting food service seminars, swimming pool seminars, and rabies awareness seminars in schools, lead paint poisoning regulations, Title V – onsite sewage treatment disposal systems, and housing regulations.
14. 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.
15. 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.
16. Assists and participates in the organization and development of the department's emergency preparedness programs.

Recommended Minimum Qualifications:

Education and Experience:

Position requires an Associate's degree in environmental science, public health or related field; and three to five (3-5) years' experience in public health or a related field; or any equivalent combination of education and experience.

Special Requirements: Registered Sanitarian (RS), Certified as a Pool Operator (CPO), Soil Evaluator, Lead Determinator and Serve Safe ; valid Class D motor vehicle driver's license. Certified maintenance of continuing education credits (CEUs) required for on-going recertification of all required licenses

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of state environmental code, food service regulations, and all other laws, rules, and regulations pertaining to public health and sanitation. Thorough knowledge of State septic system guidelines; working knowledge of current inspection and control procedures.

Ability: Ability to meet and deal with the town staff public effectively and appropriately; ability to effectively handle problems in the field and during emergencies; ability to communicate clearly, both orally and in writing; ability to operate a computer; ability to maintain confidential information; ability to maintain, manage, and organize records; ability to establish and maintain effective working relationships with Town employees, Town officials, state regulatory agencies and the disgruntled members of the public. Ability to manage multiple tasks in a detailed and organized manner. Ability to enforce laws and regulations in an impartial manner and consistent manner.

Skill: Excellent organizational skills; proficient data processing skill in the use of personal computers and office software including word processing, data base and spreadsheet applications; proficient oral and written communication skills.

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.

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, work may require lifting objects and carrying them. There also may be a need for the employee to stretch and reach in order to retrieve materials.

Motor Skills: Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting of papers, or operating a motor vehicle.

Visual Skills: Position requires routine reading of documents and reports for understanding. Employee is required to determine color differences.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.