

**CITY OF WESTFIELD HEALTH DEPARTMENT
PUBLIC HEALTH INSPECTOR**

DEFINITION:

Performs inspections to ascertain compliance with State Sanitary Code, related laws, ordinances and regulations. Interpretation and enforcement of applicable codes related to public health and sanitation. Related work as required.

SUPERVISION:

Works under the policy direction of the Board of Health and the direct supervision of the Director of Public Health. May direct the work of lower titles and interns in matters related to the stated job duties.

ESSENTIAL FUNCTIONS:

Conducts regular inspections of food service establishments to assure compliance with Federal, State and local codes and regulations.

Investigates violations of and enforces the provisions of Chapter II of the State Sanitary Code, Minimum Standards of Fitness for Human Habitation.

Performs lead paint determinations in conformity with standard procedures. Determines compliance with or enforces the provisions of the Massachusetts Lead Poisoning Prevention and Control regulations.

Investigates nuisances, sources of filth and causes of sickness to abate violations and correct unsanitary conditions.

Takes necessary enforcement action with respect to violations of the City of Westfield Public Nuisance Ordinance.

Conducts inspections of public/semi-public swimming pools and spas, recreational camps for children, motels and tanning salons for compliance with State Sanitary Code requirements.

Conducts inspections of body art establishments to determine compliance with Westfield Board of Health regulations.

Performs inspections to eliminate vermin and rodents and to determine asbestos violations, hazardous spills, obnoxious odors, etc.; enforces regulations, prepares reports and performs related work.

Investigates violations of mobile home parks/manufactured housing communities and enforces Westfield Board of Health and Massachusetts Attorney General regulations.

Investigates violations of the Massachusetts Smoke-Free Workplace Law and takes necessary enforcement action.

Enforcement of local tobacco regulations with respect to youth access and environmental tobacco smoke exposure.

Performs inspections of private sewage disposal systems and witnesses percolation tests to assure compliance with Title V regulations.

Prepares accurate and complete records of inspections performed. Responsible to schedule inspections, maintain records of enforcement actions and monitor time lines for compliance.

Files complaints with courts as part of enforcement action. Appear in court as necessary to present subject cases.

KNOWLEDGE, SKILLS & ABILITIES:

Thorough knowledge of the federal, state and local laws, ordinances and regulations pertaining to public health and sanitation. Working knowledge of current inspection and control procedures. Working knowledge of emergency preparedness procedures and protocols. Ability to enforce and interpret regulations firmly, tactfully and impartially. Ability to communicate effectively orally and in writing; ability to conduct business with the public in a courteous and professional manner. Familiarity with and ability to use a computer and various computer software applications such as word processing and spreadsheets.

PHYSICAL REQUIREMENTS:

Minimal physical effort required when performing functions under typical office conditions. Moderate to strenuous effort required periodically in the field. Frequently required to stoop, bend, reach and smell. May spend several hours walking or standing. Normal or correctable vision and hearing required. Ability to type and operate a motor vehicle required.

MINIMUM QUALIFICATIONS EDUCATION AND EXPERIENCE:

Bachelor's degree in public health, environmental sanitation or related field or Associates degree in related field with no less than two years paid experience as sanitary inspector, code enforcement inspector or sanitarian; or any equivalent combination of education, training and experience.

ADDITIONAL REQUIREMENTS:

Massachusetts certified lead paint determination inspector

Certified professional food manager

Certified pool operator

Valid Massachusetts Class D or higher driver's license

Massachusetts licensed soil evaluator preferred

Apply here: <https://www.cityofwestfield.org/Jobs.aspx?>

[UniqueId=105&From=All&CommunityJobs=False&JobID=Public-Health-Inspector-247](https://www.cityofwestfield.org/Jobs.aspx?UniqueId=105&From=All&CommunityJobs=False&JobID=Public-Health-Inspector-247)