



## NEPHA Regional Inspector

**Title:** Regional Inspector

**Location:** NorthEast Public Health Alliance - Billerica, Chelmsford, Tewksbury, and Tyngsborough

**Reports To:** Health Director, Tyngsborough

**Caveat:** This position is grant-funded and is subject to appropriation under the Massachusetts Public Health Excellence Grant for Shared Services, Department of Public Health

**Hours:** 40 hours per week

**Salary:** \$62,000 - \$75,000. Salary commensurate with experience.

### **Position Purpose:**

This position supports the NorthEast Public Health Alliance (NEPHA) to promote the health and wellbeing of residents through the execution of a variety of environmental, community, and public health program responsibilities. The Regional Inspector will be responsible for performance of technical and inspectional work to promote and protect the public health of the community through enforcement of state and local laws and regulations. The role will also provide support to ongoing preventative health programs and collaboration between public health nurses and existing inspectional and human services staff across the 4 participating communities within NEPHA.

**Scope and Judgment:** The Regional Inspector assists with the effort to provide public health services and support the communities of: Billerica, Chelmsford, Tewksbury, and Tyngsborough. Primarily supports the Towns of Tewksbury and Tyngsborough, with additional surge support and coverage in Billerica and Chelmsford upon the request and discretion of the coalition. Performs varied and responsible functions requiring a specialized and working knowledge of environmental health and sanitation, as well as community and local public health operations. Exercise of judgment and initiative, willingness to help develop and define new procedures. This position will also contribute to regional-level initiatives and programs.

**Supervision Received:** Works under the general administrative direction of the Health Directors of NEPHA in accordance with applicable provisions of the Massachusetts General Laws, Board of Health regulations, and town bylaws, state, and federal regulations.

### **Job Environment**

- This role will report to Tyngsborough BOH as the host community with regular inspectional activities completed in person across NEPHA communities as core responsibilities dictate.
- Operates telephones, computers, and all other standard office equipment.
- Constant contact with community organizations, town residents, town department employees, vendors, and state and federal agencies. Contacts are made by phone, in person, by email, or by written correspondence.
- Inspection work can be conducted in the field sometimes under adverse environmental conditions.

**Essential 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.)*

- 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, tobacco retailers, body arts establishments, bodywork establishments, marijuana retailers, lead paint, keepers of animals, and private drinking water wells.
- Inspects food service establishments and retail stores for compliance with state sanitary code; monitors food establishment test results. Conducts food establishment complaint and 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.
- Performs comprehensive plan reviews for food establishments prior to opening, for renovations, or change of ownership.
- Performs plan reviews and inspections for all new construction and renovations of swimming pools.
- Conducts housing inspections to ensure properties conform to state sanitary code. Inspects rental units and properties subject to public complaints as part of routine sanitary code enforcement.
- Plans and conducts health and environmental investigations, including collecting recreational water samples for bacterial analysis. Initiates remedial and enforcement procedures as necessary.
- Prepares order letters seeking enforcement of violations. 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.
- 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.
- Assists and participates in the organization and development of the department's emergency preparedness programs and execution thereof; responsible for emergency response as needed.
- Participates in public health programs in the community and completes miscellaneous duties as assigned.
- Works occasional weekends and after-hour events as required.
- Follow scripts, policies, and procedures provided by NEPHA.

**Minimum Entrance Requirements:****Education, Training and Experience:**

Bachelor's degree in environmental science, public health or related field; and one to three (1-3) year(s) of experience in a related field; or any equivalent combination of education and experience.

Current certification or eligible to become certified as a:

- Registered Sanitarian (RS) or equivalent within 6 years of hire, in alignment with the Office of Local & Regional Health's (OLRH) Workforce Standards.
- Completion of the Foundations for Local Public Health Practice course required within 18 months

of hire.

- Food inspection certifications - ServSafe, MAPHIT.
- Certified Pool Operator (CPO) within one year of hire.
- Housing inspection training within one year of hire.
- Valid driver's license and personal transportation required.

Preferred Qualifications:

- MA Title 5 Septic System inspection certification preferred.
- Soil Evaluator certification preferred.

Excellent interpersonal skills required. Demonstrated ability to interact professionally with culturally diverse individuals.

Knowledge, Ability 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 work with municipal colleagues and the 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 municipal employees, town officials, state regulatory agencies and 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; Intermediate or higher-level skill in Microsoft Office suite; proficient oral and written communication skills.

**Physical 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 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. The employee is required to determine color differences.

We are made up of people with different strengths, experiences and backgrounds. Diversity not only

includes race and gender identity, but also age, disability status, veteran status, sexual orientation, religion and many other parts of one's identity. These varied points of view are key to our success, and inclusion is everyone's responsibility.

**Qualified candidates may submit a resume and cover letter to [careers@bmestrategies.com](mailto:careers@bmestrategies.com). Please include 'NEPHA Regional Inspector' in the subject line. Incomplete applications will not be considered.**