



## TOWN OF BREWSTER, MA JOB DESCRIPTION

<b>Title:</b> Health Inspector	<b>Classification:</b> Non-Union, Personnel Bylaw
<b>Department:</b> Health Department	<b>Grade:</b> Five
<b>Reports to:</b> Health Director	<b>FLSA Status:</b> Non-Exempt
<b>Effective Date:</b> September 2023	

### Summary

Position performs professional, technical, and inspection work enforcing public health laws and regulations; all other related work as required.

### 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 local and state health laws and regulations by performing sanitary inspections of food establishments, motels, recreation camps for children, campgrounds, pools, housing, and other establishments to ensure compliance with state and local standards and regulations; conducts general inspections for complaint investigations. May conduct water sample collection from public or semi-public beaches.

Witnesses and oversees soil tests and percolation tests to determine suitability for sewage disposal systems; inspects installation and repair of septic systems; works with installers and engineers to ensure that sewage disposal system conform to requirements and function properly.

Investigates nuisance complaints such as complaints concerning trash, odor, dust, air and noise pollution; prepares order letters seeking enforcement of violations; enforces Board of Health orders; takes legal action when necessary.

May act as animal inspector; performs barn inspections and investigates complaints.

Maintains appropriate records and prepares reports; attends meetings and training seminars. May assist in data management of departmental programs including property file management/organization and scanning.

May assist senior staff with customer inquiries, file research and general office coverage.

Performs other similar or related duties, as required or as situation dictates.

### Supervision

#### *Supervision Scope:*

Performs various duties of a complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and carrying out assignments.

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### *Supervision Received:*

Works under the supervisor of the Health Director and Assistant Health Director in accordance with departmental policies and procedures, requiring the ability to plan and perform operations, and to complete assigned tasks according to a prescribed time schedule. Refers all questionable cases to supervisor. Work may be verified for accuracy or correctness.

*Supervision Given:* None

### **Recommended Minimum Qualifications**

#### Education, Training, and Experience

High School Diploma or equivalent required, Associates Degree in Science or Public Health preferred, or at least two years of coursework in a Bachelor's degree program in Environmental Public Health or related field required; one year of experience in related field preferred; or an equivalent combination of education, training, and experience.

#### *Special Requirements:*

Valid Driver's license

Massachusetts Registered Sanitarian desirable

*Knowledge:* Knowledge of the laws, rules and regulations pertaining to public health, sanitation and environmental health; working knowledge of current inspection and control procedures; knowledge of physical sciences or willingness to learn.

*Abilities:* Ability to prepare written technical reports; ability to read and interpret regulations and standards at the local, state and federal levels of government; ability to work with inspection personnel and the general public; ability to enforce and interpret regulations firmly, tactfully, and impartially.

*Skills:* Excellent customer service skills, written and oral communication skills. Organizational, public relations. Proficient administrative skills; proficiency in the use of software including word processing, data entry and spreadsheet applications and specialized software.

### **Job Environment**

- Work in the office is performed under typical office conditions with frequent interruptions; work environment is moderately noisy, frequent inspection work is performed in the field, with exposure to various weather conditions, loud noise and exposure to potentially dangerous materials, communicable diseases, and hazardous waste.
- Operates an automobile, computer, printer, telephone, copier, facsimile machine, and other standard office equipment.
- Has frequent contact with the general public, local officials, residents, soil scientists, engineers, contractors, business owners, homeowners, condominium associations, co-workers, and health officials.
- Has access to department-related confidential and/or sensitive information.
- Errors could result in personal injury, injury to others, delay or loss of service, monetary loss and legal repercussions for the Town.

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### **Physical Requirements**

*The physical demands described 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.*

Minimum physical effort is required to perform functions under typical office conditions. Moderate physical effort is required to conduct work in the field. The employee is frequently required to stand, speak, hear, sit, walk, climb, stoop, kneel, crouch, and reach with hands and arms as in picking up paper, files and other common office objects and operate equipment. Employee occasionally lifts and/or move objects weighing up to 30 pounds. Physical agility is required to access all areas of inspection sites Vision and hearing at or correctible to normal ranges, vision requirements include the ability to read and analyze documents.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*