

Job Description

Title: Sanitary Inspector

The Sanitary Inspector is responsible for exercising administrative and technical duties in accordance with the policies set forth by the Monterey Board of Health under the general authority of the Monterey Board of Health. The position has the authority to issue orders on behalf of the Board of Health and is responsible for conducting health inspections under the provision of the state sanitary code and environmental codes, providing assistance to residents in health-related fields, or any other duty asked by the Board.

Supervision: Works under the policy direction of the Monterey Board of Health and in accordance with applicable provisions of: Federal Laws, Massachusetts General Laws; regulations (CMRs) and town by-laws, rules and regulations.

Performs responsible duties with the technical nature requiring considerable independent judgment in meeting compliance with applicable codes, laws, regulations, and town by-laws.

Hours/Compensation: This position is an independent salaried non-exempt position available 24/7. Attend bi-monthly meetings and perform inspections as necessary.

Benefits: As this position requires less than 20 hours per week no Town benefits are offered. The position must participate in the OBRA retirement program.

Job Environment: Typical office environment; operates computers, printers, calculators, phones and the copier. The position requires frequent contact with other Town Hall employees, State agencies and the general public.

Responsibilities:

The essential duties and responsibilities listed include the minimum requirements for the position. This position includes additional duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.

- Acting on behalf of the Board of Health, the Health Agent shall be responsible for all inspectional, administrative and enforcement activities required in accordance with applicable local and state sanitary, public health and environmental regulations. This includes responding to and mitigation of any identified public health emergency as deemed necessary by the Board of Health. Inspection and oversight activities include onsite wastewater, private water supplies, beaver trapping permits, food service, recreational camps, housing and associated review and approval of corresponding applications and plans.

- Facilitate public hearings as required. Knowledge of State Court system procedures including filing of complaints and the show cause hearing process.
- Assist other Town Departments in addressing local related public health and safety concerns brought to the attention of the Board of Health.
- Act as Board of Health liaison to State and regional public health agencies.
- Act as resource and information officer for Town officials and citizens regarding public health and environmental health concerns.
- Assist Board of Health in identifying and addressing key community health concerns.

Recommended Minimum Qualifications:

Education & Experience: Minimum qualifications for this position includes a bachelor's degree in the field of public or environmental health from an accredited university and at least five years of supervisory local public health experience. Credentialed as a Registered Sanitarian with the State of Mass and certified by the State Department of Environmental Protection as a Soil Evaluator. Valid MA Driver's license is required upon hiring.

Thorough knowledge of state and federal health codes, food service regulations, and all other laws, rules, and regulations pertaining to public health and sanitation. Thorough knowledge of principles and practices of subsurface disposal septic system design and installation; knowledge of state septic system guidelines; and working knowledge of current inspection and control procedures.

Strong communication skills; ability to manage multiple project assignments under time constraints; ability to interact effectively with department managers, state officials and citizen boards and committees.

Ability to understand and enforce regulations firmly, tactfully, and impartially. Ability to maintain complete and accurate inspection records and to prepare reports.

Ability to communicate effectively, both orally and in writing.