

Part Time	Health Inspector	Job Description	
Direct Report	Health Agent	Grade	F \$25.82 - \$32.10 Hr. expected hiring range \$26.33 - \$31.98 hr.
Department	Public Services	FLSA	Non Exempt
Division	Health	Bargaining Unit	Non- Union
Date	July 2016	Location	Town Hall

**Summary**

Performs a variety of routine and complex enforcement activities in compliance with State, Federal, and local regulations to protect the health of the community.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Enforces State, Federal, and local, regulations, codes, and ordinances within the Town of Reading.
2. Inspects a variety of facilities to insure compliance with applicable regulations, including but not limited to, food establishments, tanning and tattoo facilities, pools, recreational camps, commercial kennels, State barns, and housing.
3. Reports violations of applicable regulations using a variety of reporting methods, such as inspection reports, court complaints, tickets, and order letters.
4. Takes corrective action, issues instructions to responsible parties regarding changes to be made, and performs follow-up inspections to ensure compliance with regulations.
5. Prepares detailed inspection reports.
6. Collects animal and insect samples for dissemination to the Department of Public Health.
7. Assist Health Agent with food establishment plan reviews.
8. Attends court hearings and other meetings as required.
9. Collaborates with the Building Inspector, Plumbing and Gas Inspector, Electrical Inspector, Police Department, and Fire Department as required to enforce regulations.
10. Collaborates with the Massachusetts Department of Health and the Department of Environmental Protection as required to enforce regulations.
11. Participates as part of the Public Health Emergency Response Team, and performs various duties as assigned.
12. Assists with the development and implementation of various public health education programs.
13. Answers phones and performs various clerical or administrative tasks as necessary.
14. Performs other duties and works on special projects as assigned or directed.

**Minimum Qualifications**

1. Graduation from an accredited four-year college or university with a Bachelor’s Degree in the sciences; and
2. Minimum of two (2) years of progressively responsible experience in the public health field; or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Applicant should be able to meet the requirements of the position as outlined in the attached Position Descriptions for Health Inspector. Applicant should state education, training and experience which he/she feels has provided him/her with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at [www.readingma.gov](http://www.readingma.gov) until filled.

A full Job Description is available upon request  
 Judith Perkins  
 Human Resources Director  
 The Town of Reading is an Equal Opportunity Employer