

## TOWN OF WILLIAMSTOWN – HEALTH INSPECTOR

### POSITION

The Health Inspector, who also serves as the Animal Inspector (livestock and farm animals,) has management and oversight responsibilities including, administering federal, state, and local health, animal welfare, and environmental codes, laws, and policies and providing a variety of inspection services, animal inspection, participating in long-range planning, development of policies and by-laws.

### ESSENTIAL FUNCTIONS INCLUDE:

- Acts as staff liaison to the Board of Health; advises the Board on technical issues; attends all Board meetings;
- Enforces state sanitary and environmental codes; performs site inspections of building lots; evaluates soil tests and percolation tests to determine suitability for sewerage disposal systems; witnesses Title 5 inspections; reviews plans for sewage disposal facilities; approves such plans and inspects installation and repair of septic systems; performs final septic inspections;
- Inspects restaurants, food handling and processing establishments, lodging establishments, nursing homes, group residences, child care facilities, public pools, beaches, places of assembly, schools, and other areas required by law for compliance with state and local public health laws, rules, and regulations and investigates complaints and illness at such facilities;
- Manages the Town of Williamstown MAVEN account. Communicates communicable disease follow-up and tracking;
- Conducts emergency preparedness planning for the Town and collaborates with local emergency planners to create and drill emergency plans for all hazards including but not limited to pandemics, clinics, and sheltering;
- Represents the Town at local, regional, and state levels; participates in working groups and ad hoc committees as necessary; and
- Coordinates with other departments, such as Police, Fire, Council on Aging, and Building to approach providing municipal services in a comprehensive, cohesive, effective, and efficient manner.

### BOARD OF HEALTH

The Board of Health is dedicated to the promotion of public and environmental health through the education and support of the Citizens of the Town. As a statutory agency, the Board of Health promulgates rules and regulations which serve as a guide in its administration of the law. The regulations provide for the issuance of permits and licenses, establish reasonable standards and requirements, and set out enforcement and penalty mechanisms.

The Animal Inspector is responsible for the enforcement of state laws and Board of Health regulations regarding livestock care, including investigation of complaints and ensuring proper care of animals.

## QUESTIONS AND REFERRALS

Should you have any questions regarding this opportunity, or a recommendation of a colleague, please contact [cfarrell@williamstownma.gov](mailto:cfarrell@williamstownma.gov).

## THE IDEAL CANDIDATE

Williamstown's Health Inspector will be:

- A highly capable, experienced Public Health Official;
- A leader who values teamwork within and across departments;
- An effective communicator both in person and in writing, who can clearly articulate priorities, policies, and procedures;
- A strategic thinker and problem solver able to initiate and manage positive change;
- Well-versed in the state sanitary codes, including food sanitation, on-site sewage disposal, and all other Commonwealth Health and Environmental laws and codes; and
- Able to successfully articulate information about the Town's public health and animal inspection programs, initiatives, regulations, policies, and by-laws.

## QUALIFICATIONS

Bachelor's degree in Environmental Health, Public Health, Environmental Science, or other related field and three to five years of related experience, or any equivalent combination of education, training, certification, and experience. Registration as a Sanitarian is preferred. Must be eligible to obtain required Massachusetts Certifications (Title 5 Inspector and Soil Evaluator; Certified Pool Operator) as a condition of employment. Residency is not required.

## SALARY AND BENEFITS

Williamstown is an excellent place to work and has an attractive benefits package. The Town contributes towards the cost of a health insurance plan. Other benefits include a defined benefit pension program, a generous vacation package, life insurance options, a dental plan option, and deferred compensation options. The salary range for this position is \$62,000-\$70,000.

## APPLICATION AND SELECTION PROCESS

Please submit a resume and cover letter detailing your interest and qualifications to the Human Resources Director, Cara Farrell at [cfarrell@williamstownma.gov](mailto:cfarrell@williamstownma.gov). Submit all documents in a single PDF file and include your LAST NAME and HEALTH INSPECTOR in the subject line.

The Town of Williamstown is an equal opportunity employer, values and embraces diversity, and encourages applications from all qualified candidates.

An interview team will review all resumes to determine which candidates to invite for an interview. Final interviews will be conducted by the Town Manager and the Board of Health.

Please submit a cover letter and resume to [cfarrell@williamstownma.gov](mailto:cfarrell@williamstownma.gov). Review of applications will begin immediately and should be received by 4:30 PM on June 26, 2023. This position will remain open until filled.