



**Board of Health**  
**Full-Time COVID-19 Compliance Inspector**  
**Job Posting: June 2, 2020**  
**Deadline: Open until filled**

\*\*\* Position is federally funded via the CARES Act\*\*\*

**Position Summary:** Performs inspections and enforces the COVID-19 related orders issued by the City of Holyoke, the Massachusetts Department of Public Health, the Governor of Massachusetts and other related State and Federal regulatory agencies.

**Essential Functions:** Performs inspections of residential and commercial properties and businesses, interprets codes, laws, regulations, and ordinances, and determines compliance and/or violations. Generates written reports, letters, tickets and notices indicating inspections made, conditions found, action taken, recommended, or required, and/or penalty or fine issued; takes photographs and/or provides other documentable evidence to accompany reports. Investigate and respond to complaints from parties affected by issues of COVID-19 related code enforcement, including attorneys, facility operators, property owners, and tenants. Assist with negotiation of compliance actions, extensions of deadlines, and other enforcement activities with affected parties including local, state, or federal authorities. Assist code inspectors in preparing complaints and cases for legal prosecution. Investigate outbreaks and the epidemiology of communicable disease cases. Promptly makes referrals to other City Departments and agencies when necessary, and provides documentation as required. Provides and interprets general and industry specific guidance. Performs other related administrative and public health duties as required or as the situation dictates. *(The essential functions or duties listed above are intended only as examples of the 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.)*

**Knowledge, skills, and abilities required:** Thorough knowledge of public health laws, rules, and regulations; Ability to use a computer and interpret statistics; Ability to interact effectively with bilingual speakers and people of different cultures and socio-economic backgrounds; Ability to travel within the city of Holyoke by car; Ability to work independently. Ability to establish effective working relationships with elected officials, city and school department heads, community organizations, and residents. Ability to communicate effectively orally and in writing. Computer literacy is required.

**Experience required:** One year of experience in interpretation of MA Codes, inspection, and enforcement activities.

**Education or certification required:** High School Diploma required; Associates Degree in science, public health, environmental health or related field preferred; one to two (1-2) years of technical or professional experience in public health, enforcement of sanitary or health codes, or in the field of environmental sanitation, required; or any combination of relevant experience. Driver's License Required.

Registered Sanitarian, Certified Pool Operator Certificate, and ServSafe Certified preferred

**Physical Requirements:** Must be mobile, able to climb stairs, bend, kneel, stoop, crouch, or crawl. Must have the physical ability to negotiate rough terrain on undeveloped land. Must be able to access all areas of an inspection site; May be required to walk or stand for several hours in all types of weather. Ability to lift items weighing up to approximately 30-40 pounds. While performing the duties of this job, the employee is frequently required to stand, sit, and use hands. The employee is required to walk, reach, talk, and hear. *(The physical demands described above are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation(s) if needed will be provided for the employee with the adequate strength, dexterity, coordination, and visual acuity in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.*

**Fair Labor Standards Act (FLSA) status:** Non-Exempt (hourly)

**Employment status:** Temporary Full-Time

**Hours:** 35 hours per week, M-F, 8:30a.m.-4:30p.m. May include weekends on an as needed basis.

**Pay rate:** Opportunity to earn up to \$22.25-\$23.79 per hour including city share of health insurance, paid bi-weekly

**Employee Benefits:** City of Holyoke health insurance

**Reports To:** Director of Board of Health

Please respond by email only ([Personnel@Holyoke.org](mailto:Personnel@Holyoke.org)) within fourteen (14) days of the posting date.

The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. Bilingual applicants are especially encouraged to apply.