



JOB POSTING- August 23, 2021
DEADLINE- September 6, 2021
Full Time Sanitarian 1
Board of Health

Position Summary: Performs inspections and enforces the Massachusetts Sanitary Code, the MA Environmental Code, and various other applicable MA Regulations and city ordinances concerning public health, safety, and welfare. The Sanitarian I is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Performs all other related work as required.

Essential Functions: Enforces Massachusetts Department of Public Health State Sanitary Codes, all state of Massachusetts Environmental Code and various applicable State Regulations, State Statutes and City Ordinances pertaining to Public Health Public Safety, and Environmental Health. 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. Participates in targeted enforcement initiatives, receiverships, or other initiatives coordinated by the Board of Health or by other City departments. Identifies, and determines the condition of vacant or condemned properties; Enforces vacant building registration. Takes complaints, logs them, and investigates them, when assigned by Assistant Director of Health, in a timely manner until they are completely resolved in accordance with all applicable laws. Responds to inquiries, concerns, or complaints from parties affected by enforcement activities, including landlords, facility operators, owner, attorneys, tenants, etc.; assists in and advises with negotiation of compliance actions, extension of deadlines, and other enforcement activities with affected parties as well as appropriate local, state, or federal authorities; works in cooperation to professionally resolve all issues. Maintains detailed records of inspectional activities and conditions/findings of properties or businesses; Responsible for ensuring that inspections and re-inspections are performed as scheduled, and that routine notifications are distributed as scheduled. Assists in the filing and management of Housing Court cases, including preparing documentation, responding to court ordered inspections and appearing in court as a witness. Collaborates with the Board of Health and other City departments and state agencies to coordinate and achieve goals and objectives. Promptly makes referrals to other City Departments and agencies when necessary, and provides documentation as required. Performs other related administrative and public health duties as required or as the situation dictates. *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.*

Knowledge, skills, and abilities required: Knowledge of the State Sanitary Code and other Massachusetts legislation and regulations; Ability to organize time, work independently, and accomplish tasks despite frequent interruptions; Ability to deal effectively and tactfully with the public; Ability to communicate effectively with the public, other employees, officials, and outside agencies; Ability to work with sensitive information and deadlines; Position requires frequent use of a computer, camera, phone, and other electronic devices; Knowledge of Microsoft Office products, including Word and Excel; Knowledge of Adobe and Photo Sharing software. Bilingual (Spanish) proficiency preferred.

Education, Training and Experience: 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.

Supervision: Supervised by the Assistant Director of Public Health, and under the general direction and oversight of the Director of Public Health and of the Board of Health. Sanitarian 1 has no supervisor responsibility.

Job Environment: Work is performed in both an office environment and in the field. Office work is performed indoors with low to moderate noise levels, frequently using a computer. Field work is both outdoors and indoors when on assignment performing inspections of both exteriors and interiors of structures in low to moderate income areas. Field work may involve exposure to contaminants, vermin, and unsafe structural elements, among other hazards. Frequent in person contact is made with the Board of Health personnel and occasionally in person, electronic mail, or phone conversations will be made with various other city departments. *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.*

Physical Requirements: Regularly required to walk, stand, climb stairs, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects. The employee must occasionally lift and/or move up to 30 pounds. Ability to view computer screens and work with details for extended periods of time. Ability to operate a keyboard and calculator at an efficient speed. *(The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.)*

Employment Status and Hours: Regular Full Time, 35 hours per week, Monday - Friday, 8:30 a.m. to 4:30 p.m.

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

Pay Rate: \$22.25 (minimum) up to \$23.79 per hour (Grade S-26, NAGE) paid biweekly

Employee Benefits: Health, Dental, Life Insurance and Flexible Spending Account (FSA)

Please send a letter of interest and resume by email only to:

Personnel@Holyoke.org

NO PHONE CALLS OR WALK IN INQUIRIES

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.