



JOB TITLE: Health Code Food and Building Inspector
DEPARTMENT: Department of Municipal Inspections
Hours: Flexible night and weekends up to 19 hours per week
Salary: Flexible, this is a non-union position

DEFINITION

The person in this position is primarily responsible for inspections of both residential and commercial properties to ensure that they comply with local and statewide building, health and sanitation codes. Position is also responsible for conducting sanitary inspections of food and beverage establishments in the City of Revere. Inspections include checks of food preparation, production, storage, sale and distribution establishments, schools, and other facility and/or site inspections for conformance to and violations of accepted State health regulations.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Performs a daily routine of exterior code enforcement inspections to ascertain compliance with applicable state and local laws, ordinances and regulations.
- Performs sanitary inspections of private sewage disposal systems, municipal waste disposal, bathing and recreation areas and municipal water supplies.
- Performs inspections to eliminate vermin and rodents and to determine lead paint levels.
- Patrols assigned geographic sections to look for code violations.
- Conducts inspections of food service establishments, food carts, bakeries, day care centers, supermarkets, churches, schools, and other retail, wholesale, or commercial food preparation kitchens, for compliance with established health and sanitary regulations, ordinances and codes.
- Ensures that sanitary and health codes are adhered to, and issues citations or orders to correct for noncompliance to established state health codes and municipal regulations.
- Recommends facility or activity suspension or closure for serious violations.
- Checks dumpsters, storage areas, grease traps, and surroundings for improper or excessive refuse disposal, improper cleanliness and care.

- Performs routine building inspections to ensure that residential and commercial building/renovation projects have secured the proper permits.
- Inspects construction and renovation work to ensure that such work complies with all applicable building codes and ordinances.
- Investigates and/or follows up on reports of public health, welfare and safety complaints, food illnesses, noxious odors, animal and insect infestations, and septic problems.
- Appears at administrative hearings and court proceedings and provides expert testimony.
- Attends and participates in staff, department and other meetings and hearings. Serves on assigned committees. Maintains required contacts to keep abreast of developments within field or areas of interest; liaises with community and other groups.
- Supports other related functions for the health department, including conducting other types of inspections performed by the Department.
- Maintains comprehensive records of all inspection results, utilizing the electronic tools available for maximum documentation and reporting.
- Performs other similar or related duties as required.

SUPERVISION RECEIVED

Under the general direction of the Board of Health and the Director of Municipal Inspections, employee plans and prioritizes the majority of work independently, in accordance with standard practices, and with the assistance of an electronic scheduling system. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

WORK ENVIRONMENT

Work is performed primarily outside under solitary conditions during the evening or weekend shifts, including inclement weather (including but not limited to rain, snow, sleet, and heat) and subject to exhaust fumes, dust, pollen and other air quality issues typical of a densely populated community. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. Must occasionally work near moving and heavy traffic. Work frequently involves dealing with difficult people in high pressure and or conflict situations. The work environment characteristics described herein are representative of those that an employee encounters while performing the essential functions of this job.

QUALIFICATIONS

- At least 3 years experience in public health, working with food preparation regulations, or related field.
- Prior experience in construction or related field highly desirable.
- Must possess a valid Massachusetts driver's license.
- Bachelor's degree preferred.

SPECIAL REQUIREMENTS

- Ability to obtain any certification/licensure that may be deemed necessary by state or local code, e.g., Serv Safe.
- Candidate must learn all applicable building codes.
- May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

KNOWLEDGE AND ABILITIES

Knowledge:

- Knowledge of laws, rules, and regulations pertaining to public health as well as current inspection and control procedures.
- Knowledge of and ability to review plans.
- Excellent knowledge of computer databases, use of software systems. Knowledge of word processing computer applications.

Abilities:

- Ability to work independently with minimal supervision.
- Ability to interact effectively with coworkers, the public and various customers, both internally and externally.
- Able to understand and explain procedures and regulations.
- Ability to work efficiently on both desktop and tablet applications.
- Ability to learn and absorb new information quickly.
- Ability to understand, interpret and apply federal, state and local regulations.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should submit a resume, cover letter and salary requirements to jobs@revere.org by 5:00 PM Friday, January 18, 2019.