



## CITY OF MELROSE

## Human Resources

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Please send resume and cover letter to Anthony Chui, Health Director, [achui@cityofmelrose.org](mailto:achui@cityofmelrose.org) by April 24<sup>th</sup>, 2024.

**The City of Melrose, MA is an Equal Opportunity Employer. No Residency Requirement.**

In the City of Melrose, we value diversity, equity, and inclusion and believe that everyone in the community deserves excellent public services and access to resources regardless of race, gender/gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status or personal experience. We believe in the benefit of diversity, which allows us to become aware of varied ways of engaging with citizens and to discover, design and deliver enriched solutions and services for our community. The City embraces and encourages all qualified candidates to apply.

**Title:** Health Inspector  
**Department:** Health and Human Services  
**Supervisor:** Senior Environmental Health Specialist and Health and Human Services Director  
**Status:** Full-time (35 hrs/wk), Local 272 Clerical Union, Level 14  
Comprehensive benefits & PTO. Starting salary range \$62,712-69,526

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The Health Inspector works under the daily supervision of the Senior Health Inspector to perform inspections to ascertain compliance with Board of Health regulations, City Ordinances, and State rules and regulations in the City of Melrose and/or the Town of Wakefield.

### Duties:

- Respond to complaints in a professional and timely manner following standard operating procedures; provide customer service with tact, courtesy, sensitivity, and discretion in all dealings with internal and external customers.
- Perform a variety of inspections including, but not limited to, food establishments, recreational camps, tanning establishments, housing, public and semi-public swimming pools, subsurface wastewater disposal systems, lead paint, rodent, and vermin, noise, and nuisance.
- Cite and notify violators.
- Complete appropriate paperwork and documentation in a timely manner for enforcement and ensure corrective action.
- Respond sensitively and constructively to citizen complaints; provide customer service with tact, courtesy, cultural sensitivity, and discretion in all dealings with customers.
- Contribute to creating a collaborative work culture that appreciates diverse perspectives and approaches matters with flexibility and cultural relevance.
- Perform other professional and administrative duties as assigned.
- Maintain knowledge of current developments in public and environmental health.
- Other duties as assigned.

### Qualifications:

- Bachelor's degree in the sciences, public/environmental health, or related field or equivalent.
- One-year experience in public health or an equivalent combination of education and experience.

- Demonstrated experience in providing customer service to co-workers and residents with tact, courtesy, sensitivity, and discretion.
- Proficiency using MS Office Suite (Excel, WORD, and Outlook) with a demonstrated ability to learn new software programs.
- Currently a Registered Sanitarian or ability to obtain registration within a year of employment
- Ability to find solutions, use discretion and cooperate with customers.
- Lead Determination license or ability to obtain said license within a year of employment.
- Certified Pool Operator or ability to obtain registration within a year of employment
- Successful completion of Housing Certification course within a year of employment
- Meet requirements of Standard 2 of the FDA Voluntary Retail Food Program Standards within eighteen (18) months of hire.
- Valid and current MA Driver's License and a driving record which proves responsible and lawful driving habits.
- Knowledge of state public health regulations and laws & the ability to explain such information to the public.
- Demonstrated ability to work effectively with diverse constituencies and ensure a culturally sensitive approach.
- Excellent verbal and written communication skills.
- Skill in operation of appropriate equipment.
- Ability to maintain confidentiality.
- Ability to successfully pass a background check

**Physical Demands:**

While performing this job, the employee must be able to drive a vehicle, climb stairs and possibly enter confined spaces and is required to sit, stand, walk, reach, climb, stoop, crouch, and twist. The employee is required to hear, feel, and talk. The employee is required to lift heavy objects up to 30 pounds and carry these objects short distances. The employee must have close, distance, and peripheral vision, depth perception and the ability to adjust focus. The employee must have the ability to work safely under difficult work situations, during inclement weather conditions including during rain, snow, wind and ice storms and freezing temperatures.