

TITLE: CODE ENFORCEMENT INSPECTOR
LEVEL: GRADE 8 \$13.67hr - \$19.93hr
DEPARTMENT: HEALTH

FUNCTION: Minimizes environmental health and sanitation problems, and continues to decrease the rodent and vermin population within the community by law enforcement and education.

SUPERVISION RECEIVED: Works under the supervision of employees of a higher grade.

SUPERVISION EXERCISED: None.

RESPONSIBILITIES: Conducts inspections, investigations and communication/outreach activities throughout the City to ensure compliance with State Sanitary Codes and numerous other State and local regulations.

Issues Violation Notices to achieve compliance with health codes. Initiates litigation against parties who fail to comply with departmental notices.

Assists with performing inspections of eating and drinking establishments or dwellings used for human habitation to ensure compliance with laws and regulations.

When assigned, may perform other duties pertaining to inspection or investigation of environmental health issues related to protection, analytical analyses, outreach, and education.

EDUCATION AND EXPERIENCE: Graduation from high school or GED equivalent.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Must possess good verbal and written communication skills.

SPECIAL REQUIREMENTS: Valid Massachusetts driver's license or ability to obtain one at the time of appointment. Mandatory CORI (Criminal Offender Record Investigation) background check.

TOOLS AND EQUIPMENT USED: Motor vehicle; telephone; mobile or portable radio; personal computer; copy and fax machines.

PHYSICAL AND ENVIRONMENTAL STANDARDS: Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques; operation of equipment which causes loud noise levels and high vibrations; may require the exercise of caution when operating equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions when handling trash, garbage and other potential hazards.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral

interview and reference check; and job-related tests may be required.

The duties listed above 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.

The 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.