



Board of Health

Town of Orange
6 Prospect Street Orange MA 01364
Tel (978)544-1107 • Fax (978)544-1138



Public Health
Prevent. Promote. Protect.

Job Posting - Health Inspector

Background

The Town of Orange seeks qualified candidates for the full-time, benefited position of Health Inspector. This position performs field inspections and plan reviews to ensure compliance with and enforcement of State Sanitary and Environmental Codes, and all other related federal, state, and town laws, bylaws, and regulations.

This is a grant funded position through the Public Health Excellence Shared Services Grant Program of the Department of Public Health. This position will be performing health inspections/enforcement for towns for the North Quabbin Health Collaborative.

The area of coverage for environmental inspections and enforcement includes Towns of Orange, New Salem, Wendell, Warwick and Petersham.

Essential Duties and Responsibilities

The essential duties and responsibilities listed below are intended only as illustrations of the various types of responsibilities that may be required. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Works under the general direction of the Town of Orange Director of Health.
2. In the absence of the Director of Health, shall ensure that the day-to-day operations of the office continues.
3. Shall be familiar with the duties of the Director of Health and be capable of assisting him/her in carrying them out.
4. Shall be familiar with all rules, regulations, and laws concerning the public and environmental health locally and in the Commonwealth of Massachusetts
5. Shall perform or witness septic system soil evaluations and percolation tests as needed and shall perform appropriate inspections of septic systems as required by state and local rules and regulations.
6. Shall assist the Director of Health in reviewing and approving septic system plans for alterations and/or construction.
7. Shall assist the Director of Health in reviewing and approving applications for alteration and/or construction of all establishments licensed by the Board, including but not limited to rest homes, day care centers, food service establishments, motels, hotels, public and semi-public swimming pools, and facilities handling hazardous materials.
8. Shall perform inspections and take appropriate actions concerning all establishments licensed by the Board, including but not limited to food service establishments, motels, hotels, public and semi-public swimming pools, tanning and body art establishments, beaches, mobile home parks,



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9. Shall investigate and take actions relative to complaints of violations of local and state rules and regulations and conduct general inspections in the interest of protecting the public and environmental health including nuisance and housing complaints.
10. Shall assist the Director of Health in reviewing site plans submitted by the public and other departments to verify compliance with applicable codes, and to provide such guidance as is required to prevent public health nuisances.
11. Shall assist in administering public health programs sponsored by the Collaborative
12. Shall perform any other duties as needed to protect the public and environmental health as needed and required by state and local rules, regulations, laws, and bylaws.
13. Shall obtain various health inspector credentials as classes/exams become available including but not limited to Incident Command System/National Incident Management System, Soil Evaluator, System Inspector (Title 5), Lead Determinator, Certified Health Officer, Food Safety Manager (ServSafe or similar manager), Certified Pool Operator, Registered Environmental Health Specialist/Registered Sanitarian, Certified Housing Inspector,

Supervision

Works under the supervision of the Town of Orange Director of Health in accordance with applicable rules, regulations, and policies. Varied and responsible duties require the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.

Work Environment

Work is performed in a combination of typical office conditions, and fieldwork with occasional attendance at off-site meetings/trainings including nighttime and weekend events.

The employee operates standard office equipment, and inspector tools such as tape measurers, flashlights, thermometers,

The employee has ongoing contact with other town departments, outside agencies, and the public by telephone, e-mail, in person, and in writing.

This position may require direct client/patient contact and as a result of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties.

Errors could result in delays, loss of service, loss of grant funds, and/or legal repercussions, and could be costly for the Town.



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Preferred Qualifications

- 2 years professional experience in public health
- Weekend availability on an as needed basis.

Minimum Qualifications

- Valid Class D Driver's License /motor vehicle for inspections / an acceptable driving record;
- Able to successfully pass CORI/ SORI checks
- Qualified to take the RS/REHS exam within a year of hire. (Min. College Bachelor's degree 30 semester hrs. college science credits & college math)

Preferred Experience, Skills, and Knowledge

- Knowledge of the public health landscape in Massachusetts
- Excellent interpersonal, verbal, and written communication skills
- Strong organizational skills and excellent attention to detail
- Literacy in computer software including Microsoft Word, Outlook, PowerPoint, and Excel; GIS software skill a plus
- Commitment to the role of public health in promoting racial justice and health equity
- Strong organizational skills, ability to prioritize and to multi-task
- Strong verbal and written communication skills
- Ability to understand and interpret quantitative and qualitative data
- Valid Massachusetts driver's license and daily access to a car for travel to meetings

Physical Requirements

Moderate physical effort is required to perform duties under typical office and field conditions and travel to off-site locations. The employee is frequently required to sit, speak, hear, stoop, bend walk up and down hills - rough terrain. Off-site locations may include meeting spaces, schools, clinicians' offices, hospitals, residential homes, woods, fields, the general outdoors, barns, restaurants, pools, beaches and farms. In some cases, sanitary conditions may be poor due to nature of inspections. Vision requirements include the ability to read and analyze documents and use a computer.

A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.



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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.

Job Title: Health Inspector
Location: Town of Orange
Hourly Range: \$38-\$40/hr.
Job Type PT/FT: Full Time 37.5-40 hours
Non-union
Grant funded

Application by email is also accepted at: hrrbenefits@townoforange.org Position is posted until filled. The Town of Orange is an Equal Opportunity Employer

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