



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

Christina Carrie, Head Clerk/Floater – ccarrie@cityofhaverhill.com

July 15, 2020

Job # 2020-21

PLEASE POST ANTICIPATED OPENING

POSITION: Sr. Sanitary Inspector
Inspectional & Health Regulations

HOURS OF WORK: 8:00 AM - 4:00 PM / Monday - Friday
(35 Hours Per Week)

SALARY: \$1,009.83 - \$1,069.22 per week
(According to contractual salary schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Perform inspections, field sampling, and testing. Engage in enforcement and public information activities. Conduct routine inspectional activities of food service establishments to assure safe, wholesome and sanitary food and food products, wherever produced, processed, distributed, transported, or served.

Authorize issuance of licenses and permits for food establishments or deny when necessary. Investigate food borne illnesses. Inspect premises where animals are stabled, for the purpose of granting a permit. Inspect recreational areas and waters to assure that recreational and swimming areas are designed and maintained so as to prevent health and safety problems.

Conduct routine housing (shelter) inspections to assure adequate, safe, and healthful housing for all people. Observe and record general conditions present. Identify deficiencies and violations. Interview people on-site for additional information. Conduct follow-up re-inspections.

Submit findings and recommendations to supervisor. Compile and submit a detailed report of findings to supervisor. Request and refer to appropriate departments when technical expertise is required. Testify as an expert witness in the court. Issue Rental Permits. Inspect dwellings that are to be rented for code compliance.

Conduct percolation tests to determine the suitability of the soil for the installation of subsurface sewage disposal systems. Responsible for examining deep observation holes to determine the character of the soil in the proposed leaching area, and specifically to determine the ground water elevation and the presence of bedrock or impervious material.

Authorize and issue permits for the installation of wells. Investigate nuisance complaints and conducts follow-up inspections to assure compliance. Review all plans submitted from the Economic Development & Planning Department on proposed new developments and submits written comments and recommendations pertaining to said plans. Any other related duties.

The Sr. Sanitary Inspector is responsible for the enforcement of the State Sanitary Code Articles I through X, and the State Environmental Codes. Perform other related duties as directed by the Director of Inspectional Services and/or designee. Position reports to the Director of Inspectional Services and/or designee.



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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.

QUALIFICATIONS:

Experience in housing related inspections and familiarity with applicable state and local regulations is preferred. Knowledge of State Sanitary Code Chapter II: Minimum standards of Fitness for Human Habitation, local ordinances and health regulations pertaining to housing. Ability to compose written correspondence on behalf of the Department. Ability to read, write, speak, understand, and communicate sufficiently to perform duties of this position. Possession of the proper class of a current and valid Motor Vehicle Operator's License issued by the Registry of Motor Vehicles. You must have an automobile to perform day-to-day operations. Bilingual ability a plus.

PHYSICAL REQUIREMENTS:

Subject to moderate amounts of walking, climbing, crawling, bending and lifting intermittently during working hours. Able to get in and out of vehicle and travel within the community. Subject to frequent interruptions and may need to re-schedule activities. May be exposed to inclement weather and may work in proximity of biological, chemical, electrical and mechanical hazards. Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection, and respiratory protection. Attendance is mandatory.

Involved with city residents, personnel, customers, and government agencies under stressful conditions and circumstances. Subject to hostile and emotionally upset citizens, owners, and contractors. Communicate with citizens the results of written reports in the forms of inquiry, complaints, and violations.

May be required to respond to cell phone. Must be able to cope with the mental and emotional stress of the position. Must be in good health and demonstrate emotional stability. Must be able to relate and work well with the ill, disabled, elderly, emotionally upset people in the community, and assist and work with outside agencies for housing or any other assistance they may require.

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

CLOSING DATE:

FRIDAY, JULY 24, 2020

SUBMIT COVER LETTER, RESUME AND APPLICATION TO:

**Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street, Room 306
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT:

www.cityofhaverhill.com/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2020-021 WHEN APPLYING ONLINE.