



Position Vacancy

RFP #26-030-1

Position: Public Health Inspector
Department: Health
Salary Range: Classification: PR3A
FY 2026 Full Range: \$68,610 - \$85,308
Anticipated Hiring range: \$68,610 - 71,382
Schedule: Monday, Wednesday & Thursday 8:30 a.m. to 5:00 p.m.
Tuesday 8:30 a.m. to 7:00 p.m.
Friday 8:30 a.m. to 12:30 p.m.
Hours per week: 37.5



This position is covered by the [Collective Bargaining Agreement](#) between the City of Framingham and SEIU, Local 888 Processional Union.

The City of Framingham is currently a 100% onsite work environment.

- Position will remain open until filled. Priority will be given to those who apply within the first 21 days.
- Ability to be promoted to Public Health Inspector II (PR5A) with proper licensure and qualifications.
- The City of Framingham's Department of Public Health is located at 188 Concord Street, First Floor, Framingham, and is accessible by the MBTA Commuter Rail and the MWRTA.
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.

The mission of the Framingham Public Health Department is to equitably protect and promote the health of the diverse populations that live, learn, work, and play in the City of Framingham. We seek to support and enhance public health through strong leadership, high quality services, collaboration with diverse local and regional partners, and efforts that advance health equity.

The Public Health Department includes four main service areas: Environmental Health, Community Health, Public Health Nursing & Emergency Preparedness, and Administration.

Position Purpose:

The employee is responsible for the technical and inspectional work to promote and protect the public and environmental health of Framingham residents through the enforcement of state and local public health laws and 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.

1. Conducts inspections to enforce state and local public health laws, rules, and regulations including but not limited to food establishments, housing, nuisance complaints (air, odor, trash, noise), tanning, swimming pools, bathing beaches, recreational camps for children, lodging houses, tobacco retailers, body art (establishments and practitioners), body work (establishments and practitioners), marijuana establishments, keeper of animals, private drinking wells, and title 5 (onsite sewage treatment disposal systems).
2. Performs inspections of food establishments for compliance with state sanitary code; responds and investigates foodborne illness complaints and general complaints.
3. Conducts housing inspections based on complaints to ensure compliance with Chapter II of the state sanitary code - Minimum Standards of Fitness for Human Habitation including enforcement of the Childhood Lead Paint Poisoning Prevention law (CLPPP) when applicable. Inspects rentals units and properties in accordance with local regulations.
4. Generates and issues correspondence such as inspection reports, orders to correct, plan review decisions, demolitions and cases for court proceeding relating to the department.
5. Initiates court complaints and prosecute cases of non-compliance using administrative and/or judicial procedures.
6. Inspects the installation of onsite sewage treatment disposal systems and witness's system abandonments. Observes operations performed by professional engineers and sanitarians on deep test holes, percolation tests and soil evaluations for septic systems, infiltration and drainage. Generates reports and conducts follow-up when needed.
7. Conducts percolation tests and water table determination tests for septic systems and drainage.
8. Reviews and approves construction plans for code requirements and permit applications for food establishments, body art and body work establishments, swimming pools, septic systems, marijuana establishments and private wells.
9. Responds and investigates complaints related to nuisances, mosquitoes, and rodents.
10. Acts as a liaison and represents the department on committees or meetings at the request of the Environmental Health Manager, Assistant Director and Director of Public Health Department.
11. Serves as a public and environmental health educator to the community when necessary.
12. Attends training and education seminars to keep up-to-date with public and environmental health laws, regulations, policy and procedures and best practices. Trainings/seminars are used to maintain credentials and certifications.
13. Performs other related duties as required.

Qualifications:

- **Education, Training and Experience:**
 - Associate's degree in environmental science, public health or related field (Bachelor's Degree preferred).
 - At least one year of experience in public and environmental health or related field; or any equivalent combination of education and experience.

- Ability to be promoted to Public Health Inspector II (PR5A) with proper licensure and qualifications.
- Must currently hold or be working towards the following credentials:
 - Registered Sanitarian (RS)
 - Registered Environmental Health Specialist (REHS/RS)
 - CP-FS
 - Certified Pool Operator (CPO)
 - Soil Evaluator
 - Lead Determinator
 - Certified Food Manager
- Class D Motor Vehicle Driver's license is required.
- **Knowledge, Abilities and Skills:**
 - Knowledge of:
 - Federal and state laws, rules and regulations pertaining to public health and environmental health, and current inspections techniques.
 - Ability to:
 - Plan, organize, communicate and collaborate with co-workers, other municipal colleagues and the public effectively and appropriately.
 - Productively address all situations in the field and during emergencies.
 - Communicate clearly, both orally and in writing.
 - Operate a computer and proficient in the use of MS Office and database applications.
 - Establish and maintain effective working relationships with municipal employees, City officials, state and federal regulatory agencies, board/committee members and the general public.
 - Manage multiple tasks in a detailed, organized manner.
 - Prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure.
 - Enforce laws, regulations and policies in an impartial consistent manner.
 - Maintain confidential information, in accordance with the State's Public Records Law, regarding client records related to communicable diseases and lawsuits.
 - Skills:
 - Excellent customer service and organization skills.
 - Excellent written and verbal communication skills.
 - Excellent computer skills including MS Office applications.
 - The ability to communicate fluently in Spanish and/or Portuguese is a plus.

An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job may be accepted.

Supervision Received:

Work is performed under the direction of the Director of Public Health.

Supervisory Responsibility:

Employee is not required to supervise city employees.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

This position requires some agility and physical strength, such as moving in or around construction sites or over rough terrain, standing, bending, kneeling and walking. Occasionally, work may require lifting and carrying objects or stretching and reaching to retrieve items. The position requires routine reading of documents, reports and the ability to determine color differences.

Work Environment:

- Working conditions involve occasional exposure to unpleasant elements such as communicable disease, biohazards, radiation, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease when conducting field inspections.
- Employee may occasionally be required to work at heights or in confined, cramped quarters, or around machinery and its moving parts.
- Employee may occasionally be required to work beyond normal hours in response to planned or natural emergency situations and to attend evening meetings.
- Essential functions regularly present potential risk of personal injury which could result in loss of time from work including personal injury when exposed to communicable diseases or other hazardous materials. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, or boots may be required.
- Office work is performed under typical office conditions; work environment is moderately noisy.
- Operates an automobile, computer, calculator, telephone, copier, and other standard office equipment. Handles specific tools, equipment and chemicals during field work.
- Has access to department-related confidential and/or sensitive information including financial records, the disclosure of which would cause a significant breach of trust and seriously damage the reputation of the department.
- Poor judgment could result in department errors, lower standards of service to the community, monetary loss or legal repercussions, and possible negative public relations for both the department and the City.

Nature and Purpose of Public Contact:

- Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

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