



City of Framingham, MA

May 4, 2026

Position Vacancy

RFP #26-058-01

Position: Part-Time Tobacco Control Inspector

Department: Public Health Department

Salary Range: \$30.00 - \$36.00 per hour

Duration: May 1, 2026 – June 30, 2027

Schedule: Up to 19 Hours per Week (must have flexibility to work evenings, weekends and holidays)

- Position will remain open until filled. Priority will be given to those who apply within the first 21 days.
- The City of Framingham's [Department of Public Health](#) is temporarily located at 150 Concord Street, Framingham, MA 01702 (The Memorial Building) and is accessible by the [MBTA Commuter Rail](#) and the [MWRTA](#).
- 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 committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.

Position Purpose:

The Framingham Public Health Department (FPHD) is funded by the Massachusetts Tobacco Control and Prevention Program (MTCP) to create the MetroWest Tobacco Control District. Tobacco Control districts are responsible for facilitating compliance with State and local tobacco laws and regulations through surveillance, enforcement and retail education. Under this grant project, FPHD seeks eligible candidates for Tobacco compliance Youth Inspector positions to conduct Tobacco compliance checks with Tobacco Control Program Manager. This position is funded by MTCP Grant and is a Part Time, Temporary position of the Framingham Public Health Department with no fringe benefits. The MetroWest Tobacco Control District's catchment area includes the communities of Ashland, Bedford, Concord, Framingham, Holliston, Hopkinton, Hudson, Marlborough, Medway, Millis, Natick, Norfolk, Southborough, Sudbury, Wayland and Westborough.

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. Employee enforces Board of Health regulations concerning the sale, use and distribution of tobacco products; Employee will be required to be a sworn agent of a city/town Board of Health for the purpose of issuing citations for violations.
2. Conducts Education/Inspection visits to tobacco retail outlets and compliance checks of tobacco retailers to monitor illegal sales of tobacco products to minors within the MetroWest Tobacco Control District.
3. Perform enforcement activities: including but not limited to compliance checks in accordance with Massachusetts Tobacco Cessation and prevention program (MTCP) Compliance check protocol and essential support to Tobacco Control Program Manager across the MetroWest District.

4. Obtain evidence and establishes fact concern to non-compliance with laws, rules and regulations regarding Tobacco products assess to minors (Minimal legal age of 21 Years) and related Board of Health (BOH) and State regulations.
5. Issue Cease & Desist Orders to retailers for Compliance check violations.
6. Notify FPHD's Tobacco Control Program Manager within 24 hours of any incident of non-compliance, and maintain communication as appropriate.
7. Complete the Massachusetts Tobacco Cessation and Prevention Program's required Point of Sales Toolkit (POST) training prior to perform any inspections or checks, and enter timely inspection and or compliance check reports into the POST.
8. Complete Tobacco Compliance check training with a representative from the Massachusetts Health Officers Association (MHOA) and MTCP.
9. Attend Board of Health hearings and court cases, and perform follow-up on violations as needed.
10. Uphold professional and safe work atmosphere with Youth Inspector during the tenure.

Qualifications:

- Bachelor's degree in public health, social work, urban studies, or a related field required and
- At least two (2) years' experience in public health or a related field
- Commitment to address racial inequities and social justice
- Knowledge of tobacco control methodologies and interventions
- Excellent oral and written communication skills
- Familiar with the MetroWest region
- Intermediate or higher-level skill in Microsoft Office suite
- Daily access to a vehicle for travelling to meetings and checks
- Valid Class D motor vehicle driver's license
- Must be able to pass a MA CORI/SORI background check prior to hire

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 works mostly in the field, conducting education/inspection and compliance visits, operating an iPad and viewing a computer screen for potentially extended periods of time. May be required to lift/carry objects weighing 10-15 pounds when setting up or participating in community events. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Supervision Required:

This position performs work under the direct supervision of the Tobacco Control Program Manager and general supervision of the Community Health Manager. The employee will become familiar with the work routine and will take initiative in carrying out responsibilities and tasks independently with specific instruction.

Supervisory Responsibility:

This position shall take complete responsibility of the Part-Time Tobacco Youth Inspector during compliance checks as per MTCP Compliance check protocol.

Work Environment:

According to the Massachusetts Tobacco Cessation and Prevention Program, mileage will be reimbursed separately

- Transportation mileage to be reimbursed at the current IRS Standard Mileage Rate.
- All mileage must be based on the round-trip distance from the City of Framingham office located at 150 Concord Street, Framingham, to the location(s) of the tobacco inspections.

Note: mileage between the Inspector's place of residence and 150 Concord Street, Framingham is not eligible for reimbursement
