



Position Vacancy

RFP #26-059-01

Position: Part-Time Tobacco Compliance Youth Inspector

Department: Public Health Department

Salary Range: \$20.00 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. Perform compliance check with assigned Tobacco Control Inspector in accordance with Massachusetts Tobacco Cessation and prevention program (MTCP) Compliance check protocol.
2. Follow directions provided in the training by the Tobacco Control Inspector for successful completion of MTCP Compliance check process.
3. Travel with assigned Tobacco Control Inspector across Framingham Collaborative to complete the checks.
4. Complete Tobacco Compliance check training provided by Framingham Public Health Department as per MTCP Protocol.
5. Uphold professional and safe work atmosphere with Tobacco Control Inspector.

Qualifications:

- Must be between 16 and 19 years old (Below 18 years parental consent is mandatory)
- Ability to work during weekends, holidays and after school hours
- Following training, must be able to identify and purchase tobacco products from the Tobacco retailers without an ID
- Interest in Public health, social work, community health or related field
- Dependability
- Must be able to pass a MA CORI/SORI background check prior to hire

Supervision Required:

The Part-Time Tobacco Compliance Youth Inspector performs work under the general supervision of the Tobacco Control Program Manager and direct supervision of the Part-Time Tobacco Compliance Inspector; the employee is familiar with the work routine and uses initiative in carrying out responsibilities and tasks independently with specific instruction.

Supervisory Responsibility:

The Part-Time Tobacco Compliance Youth Inspector has no responsibility to supervise employees.
