**BERKSHIRE REGIONAL PLANNING COMMISSION - POSITION DESCRIPTION**

**PART I: ORGANIZATIONAL INFORMATION**

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| **Position Title**  Inspector - Public Health (Food) | **Effective Date of Position Description:** |

## PART II: POSITION SUMMARY

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| This section contains a summary of the main responsibilities and requirements for all Inspector positions within BRPC. Specific responsibilities and requirement for individual staff persons are described in PART III.  The main responsibilities of this position are:  1. Program / Project Responsibilities:  The Inspector serves as a staff lead person for multiple complex projects related to environmental health/inspections, and other planning and programmatic responsibilities. Responsibilities include:   * Conducting public health and environmental inspections under the auspices of contracted Boards of Health; familiarity with most recent Department of Public Health (DPH) and Department of Environmental Protection (DEP) regulations, and relevant Mass General Laws; working with local boards of health (BOH) to implement and enforce public health and environmental regulations. * Program / project development, including conceptual development of possible projects, identification of funding sources and grant writing and grant preparation, development of scopes of work and budgets, and coordination with funding agencies or sources; coordination with project partners, including municipal officials; insuring consistency with prior initiatives, efforts and plans * Project implementation, including working with stakeholders, completing project scope of work, and completing project close-out to satisfaction of community, funding agency, and other stakeholders. * Project and contract management which includes project budget development and management; development and management of project staff allocations; project scheduling; development, coordination and leadership of project teams; supervision of project staff, including clear instructions about specific hour allocations, products and timelines; contract administration (i.e. amendments, expiration dates); timely project invoicing; project record keeping; project close-out, including final report and file storage; * Development of follow-up activities resulting from the project, including subsequent phases or other high priorities for the community or other stakeholders.   2. Overall Agency Responsibilities:   * The Inspector assists senior management in the overall functioning of the agency which may include some of the following activities:   + Assistance with the development and monitoring of components of the agency budget.   + Provide staff support to agency committees.   + Provide leadership to ongoing outreach activities, including the agency newsletter and the website.   + Provide leadership in developing and administering education and training to local elected officials and municipal staff in their area of expertise.   + Provide leadership to oversee the organization and management of the agency's material related to their area of expertise.   + Supervision and guidance to junior staff persons and interns on specific projects.   + Communication and coordination with Supervisor and other members of the agency Management Team. * The Inspector represents the agency and serves as a spokesperson for BRPC and its programs and policies, particularly with federal, state, regional and local governments, agencies and organizations. * The Inspector participates in the development of Public Health Program policy and procedural initiatives. * The Inspector provides technical assistance and guidance to other agency initiatives as well as responds to technical assistance requests from federal, state, regional and local governments, agencies and organizations.   The minimum qualifications for this position are:  Education or training:  Bachelor’s Degree in Environmental Health or closely related program from an accredited college or university with at least two years’ relevant experience, or equivalent combination of experience and training. At least one year experience in a related industry or municipal environmental health services.  Special licenses, registration, or certification:   * Registered Sanitarian, or Registered Sanitarian eligible * Certifications and Training relevant to environmental health inspections, including Certified Pool Operator, ServSafe, MA PHIT Housing, Soil Evaluator and System Inspector or eligible within one year. * Driver’s license valid for use in the United States   Knowledge, skills, and abilities of this position:  The Inspector should possess the following skills and abilities:   * Ability to read and understand regulations and laws, and ability to apply them to real world situations. * Ability to educate the public on compliance with state and local health regulations. Ability to enforce regulations. * Strong research and analytical skills, with specific ability to analyze complex public policy issues and to formulate recommendations. * Ability to plan and manage completion of multiple projects on time and within budget. * Excellent communication skills, especially the ability to write effectively, to provide guidance to local officials and boards, and provide clear explanations and instructions to other BRPC staff. * Ability to foster a strong team, defined as joint action by a group of people, in which each person subordinates his or her individual interests and opinions to the unity and efficiency of the group to arrive at a stronger and better collaborative outcome or product. * Strong background and skills in a variety of public participation and education techniques. * Strong skills in being able to communicate and work effectively with a wide range of people and organizations in a collaborative fashion. * Ability to conduct field work and to participate in public meetings in all parts of the region utilizing personal vehicle. * Must have working proficiency in Microsoft Office programs. |
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PART III. DETAILED POSITION DESCRIPTION:

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| **Name (Last, first, middle)** | **Start Date:**  **Effective date:** |
| **Position Title**  Food Inspector | **Title of Supervisor**  Alliance Senior Inspector |

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| 1. Main Environmental Health Responsibilities. This section contains a description of the main responsibilities and requirements for this specific Senior Planner position that are in addition to those described in PART II. Program / Project Responsibilities:   **Food Protection**   * Working with the Senior Inspector and Alliance Program Coordinator to coordinate the Alliance Food Safety program including food safety policies, writing and managing food related grants and budgets, training, ensuring quality assurance for food inspections, and for implementing and maintaining the Alliance Food Safety Strategic Plan. * Acting as the Alliance and BRPC expert in Food Protection, including maintaining FDA Standardization, educating/training food inspectors around the county, assessment of municipalities for FDA Standards Program.   **Municipal Environmental Health/Inspectional Services**   * Act as the Alliance/BRPC public health expert for food safety and public health inspectional services related to food. * Perform inspections, and ancillary tasks, such as review of plans, review of applications, etc. related to food safety, including, but not limited to food establishments, temporary food operations, food in emergencies, Title 5, pools, housing, camps, etc. when required. * Attend Board of Health meetings, as needed, and answer questions from municipal officials via email or phone. * Help develop standard operating guidelines, policies and procedures, model regulations, etc. * Provide coverage for other municipal inspectional services as needed such as Title 5, housing, pools, recreational camps for children, campgrounds, etc.   **Berkshire Public Health Alliance Support**   * Assist with municipal outreach and education. * Assist Alliance Governing Board and Alliance Director’s Committee (ADC). * Program support, including invoicing, contracting and grant reporting. * Assistance with identification of additional funding opportunities, grant writing and grant management.   **Emergency Preparedness**   * Support Public Health Emergency Planning and Response. * Work with the Alliance Public Health Nurses to respond to an outbreak or during an emergency response involving food safety.   **Grant Writing and Program Development**   * Assist with the development of new projects for the public health program and BRPC. * Assist with grant writing and the identification of new projects and funding sources. * Assist with the direction of the public health program.   2. Overall Agency Responsibilities:   * Provide public health expertise, especially topics referenced above. * Assistance with other projects, as needed.   The minimum qualifications for this specific position are:  1. Education or training:  a. Bachelor’s in Environmental Health or closely related field plus two years of relevant experience. Additional experience in the food industry or inspectional services may be substituted for education as per BRPC Personnel Policies.  b. Food Safety education and training at the management level preferred.  c. Planning, project management and training experience a plus.  2. Special licenses, registrations or certifications:  a. Driver’s license valid for use in the United States  b. Registered Sanitarian certification preferred  c. Certified FDA Standardized Inspector preferred.  d. Other certifications such as Soil Evaluator, System Inspector, Certified Pool Operator, and others needed to support Board of Health Inspectional Services a plus.  3. Knowledge, skills and abilities of this position:   1. Strong interpersonal skills and ability to communicate and work effectively with wide range of individuals. 2. Strong time management and organizational skills. 3. Ability to delegate work effectively. 4. Interest in developing initiatives from conceptual through implementation stages. 5. Ability to work with public officials, citizen groups and other stakeholders, including attending Board of Health and other meetings as needed. 6. Ability to work with local, regional, state, and federal officials and a strong customer orientation. 7. Excellent written and oral communication skills, particularly in translating technical and bureaucratic terms for citizens and elected officials. 8. Strong analytic skills in working with a wide variety of information and data and utilizing it effectively in the public decision-making process. 9. Working proficiency in Microsoft Office programs. 10. Ability to conduct field work and to participate in public meetings in all parts of the region and to travel outside the region utilizing personal vehicle. 11. Excellent writing and oral communication skills. 12. Ability to work independently and as part of an effective team.   4. Other Requirements of this position:  a. Inspectors are required to carry a cell phone at all times during work hours when away from their desk and while working in the field, and to respond to calls and other messages in a prompt fashion as work and cell service allow.  b. Inspectors may be on call for emergencies occasionally. |
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| (Additional Comments by Employee) |

PART IV: SIGNATURE LINES

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| 15. We understand the above statements, and they are complete to the best of our knowledge.  Employee's signature Date  Supervisor's signature Date  Executive Director's signature Date |
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