



## Employment Opportunity PUBLIC HEALTH INSPECTOR/ ADMINISTRATOR

Join Berkshire Regional Planning Commission in strengthening public health across Berkshire County! The Public Health Program seeks an organized and collaborative Administrator to oversee inspectional operations, support municipal boards of health, and coordinate regional public health initiatives. Whether you are an experienced public health professional or have transferable skills and the ability to obtain required certifications, we encourage you to apply. In your cover letter, tell us about relevant leadership, coordination, or public health experience that prepares you for this work.

**TO APPLY:** Send resume and cover letter to [info@berkshireplanning.org](mailto:info@berkshireplanning.org). Please include "Inspector Admin" in the subject line.

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### GENERAL DESCRIPTION

The Public Health Inspector/Administrator plays a key role in ensuring the smooth and effective delivery of local public health services. This position leads or supports functions such as Alliance policy development, SOP management, training logistics, reporting, and inventory, and conducts inspectional fieldwork (e.g., housing, septic, pools, food) on an as-needed basis. This is a full-time, off-site, flexible schedule position. Core work hours (10 am to 4 pm) must be covered every workday unless otherwise agreed. Full-time staff must work a minimum of 35 hours per week, with occasional weekends and night meetings as required. This position reports to the Public Health Assistant Program Manager & Public Health Program Manager.

### PRIMARY RESPONSIBILITIES

- Oversee and coordinate the inspections team, including scheduling, attending Board of Health meetings, providing support and guidance, and implementing strategic improvements.
- Maintain a county-wide view of inspection operations to ensure coordination, consistency, and strategic alignment.
- Provide technical assistance and oversight for inspectors across municipalities.
- Ensure timely monthly and quarterly reporting to contracted municipalities.
- Track inspector credentials and standardize documentation across municipalities.
- Maintain internal systems, tracking tools, and contact lists using platforms such as Smartsheet, TRAIN MA, and Google Drive.
- Represent BRPC's Public Health Alliance at professional meetings and on regional and local committees and boards; develop and deliver presentations as needed.
- Oversee the Septic Installer Certification program, including organizing training, securing TCH approvals, digitizing records, maintaining the public-facing list of installers, and managing complaints and hearings.

This advertisement can be found here:

<https://berkshireplanning.org/about/employment-internship-opportunities/>

## **ADDITIONAL RESPONSIBILITIES**

- Update websites and communications, including newsletters, training announcements, and reports.
- Assist with grant management, reporting, and research; apply for grant opportunities.
- Coordinate the Alliance Director's Committee and Alliance Governing Board, including related reporting.
- Issue permits and serve as a point of contact for inspection-related questions.
- Maintain required environmental training and certifications; provide inspectional backup coverage as needed (e.g., housing, Title 5, pools, camps).
- Respond to municipal partner inquiries and ensure follow-through on outstanding inspectional work.
- Provide in-office coverage in contracted municipalities as needed.
- Assist in implementing new regulatory requirements and standard operating procedures.
- Support outreach efforts and promote Alliance programs.
- Prepare and submit quarterly reports for state-funded or internal grant programs.
- Support project planning and data collection for workforce development and regional health initiatives.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Environmental Health, Public Health, or a relevant field plus two years of directly related experience; OR six years of directly related experience in lieu of a degree, as per BRPC policy.
- Strong understanding of Massachusetts local public health systems.
- Ability to obtain Registered Sanitarian status within 18 months of hire.
- Ability to obtain other relevant certifications (e.g., Soil Evaluator, Title 5 Inspector, Certified Pool Operator, Food Manager, LPHIT) within two years of hire. Strong organizational, communication, and problem-solving skills.
- Flexibility to shift between administrative coordination and field work as needed.
- Ability to travel throughout Berkshire County, MA, year-round to attend meetings, events, and training.
- Ability to work both independently and collaboratively with field staff, state agencies, and local boards.

## **PREFERRED QUALIFICATIONS**

- Master's degree in Environmental Health, Public Health, or a relevant field.
- Current relevant certifications (e.g., Registered Sanitarian, Soil Evaluator, Title 5 Inspector, Certified Pool Operator, Food Manager, or LPHIT).
- Experience with project coordination, training logistics, or permitting systems.
- Supervisory experience.

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**PAY RANGE**

As of July 01, 2025, the pay range for this role is \$35.06-\$48.83 per hour, depending on education and experience. Market adjustments and merit raises are generally available in July each year. BRPC may not alter the pay range unless the position is re-posted.

**BENEFITS**

- MA State Retirement System
- Health, Dental & Vision Insurance
- Short-Term Disability, Long-Term Disability, Life Insurance
- Medical & Dependent Care Flexible Spending Accounts (FSA)
- 457b Deferred Compensation Plan
- Generous Paid Time Off (Vacation, Sick, Holidays, Floating Holiday)
- Professional Development Funds

**EEO/SMOKE- AND DRUG-FREE WORKPLACE**

BRPC is a smoke- and drug-free workplace that does not discriminate based on race, ethnicity, age, or gender and actively seeks diversity, equity, and inclusion in all its hiring.

*No telephone calls. This position is available immediately and open until filled.*

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