



# BRPC

Berkshire Regional Planning Commission

1 Fenn Street, Suite 201  
Pittsfield, MA 01201  
T: (413) 442-1521 · F: (413) 442-1523  
TTY: 771 or (800) 439-2370  
[berkshireplanning.org](http://berkshireplanning.org)

## Employment Opportunity PUBLIC HEALTH INSPECTOR

Join Berkshire Regional Planning Commission in protecting public health across Berkshire County! The Public Health Program seeks a detail-oriented and community-minded Inspector to help ensure safe food, water, housing, and recreational environments. Whether you are an experienced inspector or bring transferable skills and the ability to obtain required certifications, we encourage you to apply. In your cover letter, tell us about relevant experience, certifications, or transferable skills that prepare you for this work.

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

---

### GENERAL DESCRIPTION

The Public Health Inspector will support municipal boards of health by conducting inspections, ensuring regulatory compliance, and providing technical assistance across Berkshire County. This role combines fieldwork, administrative duties, and public engagement to protect and promote community health. 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

- Conduct inspections (e.g., food, septic, housing, pools, recreational camps) and perform follow-up inspections as needed. Maintain accurate records and reports both electronically and in hard copy.
- Attend Board of Health meetings.  
Coordinate with the team to maintain the inspection calendar and schedule.
- Provide information to the public, Board of Health members, staff, and other municipal officials.
- Maintain certifications such as FDA Standardization, Soil Evaluator, or Title 5, as applicable.
- Assist with online permitting system support and inspector training.
- Support the Alliance Director's Committee and the Alliance Governing Board.
- Represent the Alliance at state and regional meetings, as requested.
- Assist with education and mentoring of public health staff throughout the county.

### ADDITIONAL RESPONSIBILITIES

- Support development and implementation of the Berkshire Public Health Alliance Strategic Plan.

This advertisement can be found here:

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

- Assist with quarterly and semiannual progress reports for the DPH and internal stakeholders.
- Attend governance meetings and provide reports for members of the boards and committees.

### MINIMUM QUALIFICATIONS

- Ability to obtain Registered Sanitarian status within 18 months of hire.
- Ability to obtain relevant certifications within two years of hire (e.g., FDA Standardization, Soil Evaluator, Title 5 Inspector, Food Manager, Certified Pool Operator).
- Strong time management, interpersonal, and technical skills.
- Ability to work independently, set priorities, and manage workflows.
- Ability to travel throughout Berkshire County, MA all times of the year to attend meetings, events, and training.
- Ability to work both independently and collaboratively with field staff, state agencies, and local boards.

### PREFERRED QUALIFICATIONS

- Current Registered Sanitarian status.
- Current relevant certifications (e.g., FDA Standardization, Soil Evaluator, Title 5 Inspector, Food Manager, Certified Pool Operator).

### 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.*

This advertisement can be found here:

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