



Joseph C. Sullivan, Mayor

**Human Resources Department**

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**JOB POSTING**

**JOB TITLE:** Environmental Public Health Specialist  
**UNION:** BPMA  
**LOCATION:** Department of Municipal Licenses & Inspections/Town Hall  
**DATE AVAILABLE:** June 16, 2014  
**SALARY:** M11- \$56,878.04 - \$67,373.33

**QUALIFICATIONS:**

Bachelor's Degree in Environmental or Biological Science or related field and two (2) years' experience in the field of environmental, public health or food service management; or Associates Degree in Environmental or Biological Science or related field, with ten (10) years' experience in the field of environmental health, public health or food service management; or equivalent combination of education and experience. Commonwealth of Massachusetts Registered Sanitarian preferred.

**RESPONSIBILITIES:**

Please see attached job description for complete details.

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**POSTING DATES:** May 27, 2014 – until filled

Applicants may submit a cover letter and resume to the following address:

Human Resources Department  
Town of Braintree  
1 JFK Memorial Drive  
Braintree, MA 02184

or e-mail to: [kshanley@braintreema.gov](mailto:kshanley@braintreema.gov)

Town of Braintree is an Equal Opportunity Employer

Date Approved:5/23/14  
Grade: B.P.M.A.  
Union: M-11  
Apptg. Authority: Director of  
Municipal Licenses and  
Inspections

**ENVIRONMENTAL PUBLIC HEALTH SPECIALIST**

**NATURE OF WORK:**

Responsible for inspection work in enforcing all articles of the Commonwealth of Massachusetts Sanitary Code, as well as Federal, State, Local public health and environmental laws, rules and regulations. Performs other duties as required.

**SUPERVISION:**

Works under the supervision of the Director of Municipal Licenses and Inspections.

**JOB ENVIRONMENT:**

Works in the office and field during department operating hours and also as assigned during weekends and evenings, as required. Performs demanding physical activity in potentially adverse conditions associated with chemicals and other environmental issues.

**ESSENTIAL FUNCTIONS:**

*(The essential functions or duties listed below are intended only as illustrations of the various types 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. Duties are not necessarily in order of importance or frequency of performance.)*

- Contact with owner, operator and manager of food service establishments and those involved with public health and the environment on sanitation issues and concerns as well as project owners and the general public on a regular basis.
- Enforce the town hazardous waste by-law.

- Investigate complaints and alleged nuisances, including but not limited to, solid and liquid hazardous waste, odor, dust, noise and air quality.
- Inspect recreational day camps and tanning salons.
- Inspect housing to determine fitness for human habitation
- Conduct lead paint determinations.
- Inspect food establishments and mobile food units to determine compliance with commonwealth and local laws and regulations.
- Perform inspections of public and semi-public swimming pools and special purpose pools on a regular basis.
- Conduct percolation tests and deep hole observations, as required by Title V.
- Assist the Health Code Enforcement Officer in the inspection of establishments and homes or any operation that is licensed or permitted by the Health Department.
- Inspect sanitary landfills, dump, site and transfer station.
- Maintain accurate records of activities and tasks.
- Perform other duties as assigned by the Director of Municipal Licenses and Inspections.
- Regular and predictable attendance.

**KNOWLEDGE, SKILLS, AND ABILITY:**

**Knowledge:** Demonstrated knowledge of the law, rules, and regulations pertaining to Public Health, Environment, Sanitation and the approved methods, equipment and modes used in handling food products.

**Skills:** Effective oral and written communication skills.

**Ability:** Demonstrated ability to interpret and enforce regulations.

**REQUIRED QUALIFICATIONS:**

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