Title: COVID19 Code Enforcement Inspector  
Classification: Barnstable County

Department: Health and Environment  
Grade: N/A $25.00 per hour plus mileage

Reports to: Public Health Sanitarian/Environmental Specialist  
FLSA Status: Non-Exempt

Effective Date: July 2020  
Union Status: Non-represented

Summary

Professional, technical, and administrative work providing comprehensive, COVID19 related, public health and environmental services during summer months on Cape Cod; all other related work, as required.

Supervision

Works under the administrative direction of the Public Health Sanitarian/Environmental Specialist.

Performs varied responsible professional and technical duties requiring reasonable judgment in the evaluation of public health and environmental health concerns and providing technical support to local boards of health.

Work is performed independently, but employees are required to provide daily reports to the senior staff supervisor through telephone calls or office visits.

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.

Conducts sanitary code inspections of restaurants, markets, public or semi-public swimming pools, and housing according to the appropriate Federal, Massachusetts, or local regulation. Educates license holders or consumers of policies or requirements of these regulations. May conduct inspections of licensed summer recreational camps according to applicable regulation.

Assists local Boards of Health with the evaluation of restaurants, beaches, swimming pools, retail establishments and other facilities and establishments with COVID-19 policies from the Commonwealth of Massachusetts.

Educates Residents and visitor about COVID-19 protection including personal protection use, social distancing, hand washing and stay at home illness policies.
Writes monthly status reports, files and records inspection reports, may attend meetings of local boards of health; may assist in data management of departmental programs, and may assist senior staff with report preparation.

Performs other similar or related duties as required, or as situation dictates.

**Recommended Minimum Qualifications**

**Education and Experience**
Associate degree in public health, health sciences or related field required; at least 2 years’ experience with code enforcement, additional experience in specialty areas may be advantageous; or an equivalent combination of education and experience.

**Knowledge** Thorough knowledge of public and environmental health laws, rules and regulations. Knowledge of inspection and enforcement processes. Knowledge of the sanitary code, housing code, and restaurant code is essential. Must be willing to become familiar with Covid19 related regulations

**Ability:** Ability to interact well with professionals and the general public. Ability to communicate effectively both orally and in writing. Ability to use a computer.

**Skill:** Excellent oral and written communication skills.

**Required Licensing/Certification:** A valid U.S. Driver’s License

**Job Environment**

The position is needed for the summer months and is performed outside the office up to three-quarters of the time. There is exposure to outdoor weather conditions and there is a small risk of exposure to noxious fumes and loud noises, and to pathogenic substances; some work is conducted in a typical office setting; occasional weekend work is also required. Work is generally stable; some work demands may require immediate attention; demands for services may be unpredictable. Travel across Cape Cod towns with reliable transportation is necessary.

Operates computer, standard office machines, hand tools, light equipment, light truck and automobile. May use equipment, such as water sampling equipment, dissolved oxygen meter, conductivity meter pH and temperature meters, food service monitoring equipment and swimming pool test kits.

Makes frequent contact with local health officials, the public, and may have contact with state and federal regulatory officials; contact is usually in person or by telephone.

Errors could result in delay or loss of program services, or adversely affect public and environmental health.
Physical Requirements
The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moderate physical effort required when performing field work with constant exposure to outdoor weather conditions; may have to walk and climb in rough terrain; constantly required to walk, talk, listen and hear. Minimal physical effort required to perform office duties; may occasionally be required to lift up to 30 pounds. Must be able to drive to various locations to conduct inspections and attend meetings.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Equal Opportunity/Americans with Disabilities Act Employer