

Carrie Ribeiro, SPHR  
Director, Human Resources



**Town of Ludlow**  
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(413) 583-5600, x1239  
[HR@ludlow.ma.us](mailto:HR@ludlow.ma.us)

## **\*\* EXTERNAL POSTING \*\***

Title:	Health Inspector	Classification:	35 Hrs/Wk, Benefited; Non-Union
Department:	Health Department	Grade:	HI-1 Hourly: \$30.9066 – \$42.4973; Eff. 7/1/22
Reports to:	Chairperson; Board of Health	Effective Date:	April 13, 2022

### **GENERAL SUMMARY**

The Health Inspector's main duties are to conduct all required inspections for the Town of Ludlow pursuant to Federal Food Codes, Massachusetts Sanitary Code, Massachusetts Title-V Codes, Massachusetts Housing Codes and others, as well as local regulations and by-laws. The Health Inspector reports to the Board of Health and works under the direction of said Board following up as needed to ensure compliance. In addition, the Health Inspector is responsible for all aspects of the Town's compliance with State, Federal and local rules and regulations pertaining to Public Health and for interpreting and enforcing these rules and regulations firmly, tactfully and impartially. The Health Inspector must maintain professionalism, sincerity, objectivity and approachability in dealing with residents, business owners, etc. and their concerns.

### **KEY RESPONSIBILITIES**

*(The essential functions listed below are intended only as examples 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.)*

- Receive and investigate complaints on environmental health matters including, but not limited to, water supply, tobacco, private sewage disposal, housing, food handling, camps, public swimming pools and beaches, public nuisances; as well as air, noise, and water pollution.
- Inspect all food services, schools, tanning and body art establishments, camps, and other establishments as required. Required to follow up and track, in a timely manner, to ensure any and all violations are corrected.
- Complete, submit and maintain documentation of all inspections and complaints.
- Coordinate with other Town Departments, the Massachusetts Departments of Public Health, the Department of Environmental Protection, and other agencies as needed.
- Serve as witness to percolation testing and soils classification as the Health Inspector for the Town of Ludlow. Review septic plans and conduct final inspections of septic systems. Provide special investigatory and report services, concerning septic systems and wells as assigned by the Board of Health.
- Administer state required programs for monitoring, inspecting, and reporting of alternative sewage disposal systems.
- Represent the Town of Ludlow in Court proceedings as related to inspections performed, as needed.
- Maintain a database to track all health inspections, septic, percolation tests and other environmental health matters.
- Attend meetings, trainings sessions, continuing education training and appointments as required by the position and at the request of the Board of Health.
- Submit quarterly progress reports to the Board of Health.
- Any other responsibilities pertaining to the position not included in this job description as requested by the Board of Health.

### **MINIMUM QUALIFICATIONS**

Position requires a Bachelor's degree in Public Health, Environmental Health or a related field; and three (3) to five (5) years of prior work experience in the field, or an equivalent combination of education and experience; must have work experience in the design of on-site sewage disposal systems and in conducting percolation tests and soils evaluation. **Must hold the following licenses/certifications: Certified Food Safety Manager and Food Allergy Awareness, MA Certified Soil Evaluator and Septic System Inspector, Certified Pool Operator and Massachusetts Class D Driver's License.** Preferred licenses/certifications or ability to obtain within one (1) year of employment: Registered Sanitarian, FEMA Incident Command System and NIMS trainings; be able to pass a CORI check; and possess strong interpersonal, communication and written skills. Must be able to pay attention to detail and maintain professional working relationships with employees and the public; must be a self-starter. Attendance may be required at Board of Health meetings if requested. Regular and punctual attendance is a requirement of the position.

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### **SUBMISSION DEADLINE**

Interested candidates should submit a resume, cover letter expressing interest and qualifications and a **Town of Ludlow Employment Application** (available at <http://www.ludlow.ma.us/home.htm>) via email to [HR@ludlow.ma.us](mailto:HR@ludlow.ma.us). Job posting will remain active until the position is filled. Qualified applicants will be called for an interview. Once the position has been filled, all applicants will be notified. Applications are not held on file.