

# **TOWN OF GREAT BARRINGTON**

## **HEALTH INSPECTOR**

Department: Department of Health

Status: Full Time (35 hours), Non-Union, Non-Exempt

Compensation: \$25.00 - \$30.00 per hour

Last Updated: January 15, 2026



### **POSITION PURPOSE**

Representing the Town and its organizational mission, the Health Inspector serves as a trusted public-facing representative of the Town of Great Barrington, advancing the health, safety, and well-being of residents, visitors, and the local business community. This role is responsible for promoting compliance with state and local public health regulations through education, inspection, investigation, and fair, consistent enforcement.

Balancing regulatory authority with a strong customer-service orientation, the Health Inspector provides clear guidance, practical support, and impartial oversight to help individuals and businesses understand and meet public health requirements. The position plays a critical role in safeguarding community health while fostering cooperative, respectful relationships with residents, business owners, and partner agencies.

Aligned with the Town's shared commitments to communication, accountability, reliability, and mutual respect, the Health Inspector is expected to model professionalism, sound judgment, and integrity in all interactions, ensuring that public health regulations are applied equitably and transparently in service to the community.

### **SUPERVISION**

Reports to: Health Agent

May receive general direction from: Fire, Building and other Regulatory Officials

Supervises: No direct supervisory responsibilities

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*(The functions or duties listed below are intended 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.)*

#### **PUBLIC HEALTH AND SAFETY EDUCATION & INSPECTION**

- Provides education and guidance to business owners, property owners, residents, visitors, and other stakeholders on public health initiatives and regulations.
- Enforces all local Board of Health regulations and Town bylaws, Emergency Orders, and the Massachusetts Sanitary Codes (including, but not limited to): Merged FDA Food, Title V, Housing, Pool, Recreational Camps for Children, Public Health Nuisance Laws, and Bathing Beach Regulations.
- Conducts unbiased and thorough inspections, and communicates fairly and impartially with business owners, property owners, residents, and other stakeholders, to promote public health and regulatory compliance.

- Serves as the Town’s Massachusetts Department of Agricultural Resources (MDAR) registered Animal Inspector. Responsibilities include:
  - Annual barn inspections and registrations
  - Enforcement of local animal-keeping regulations
  - Dog bite investigations and quarantine compliance

#### **RECORDS MANAGEMENT & COMPLIANCE**

- Completes necessary reporting and documentation of inspections in the Health Department’s permitting system.
- Reviews applications and issues permits for annual and temporary licenses overseen by the Health Department.
- Attends required trainings and maintains current knowledge of public health regulations.
- Supports public records requests, compliance reporting, and required postings when aligned with Health Department functions.
- Assists with developing and updating internal procedures, forms, and communications to improve clarity and efficiency.
- Recommends updates to forms, communications, instructional materials, and resources to improve clarity and access.

#### **MINIMUM QUALIFICATIONS**

- Valid driver’s license and reliable, independent transportation for local inspections and off-site trainings.
- Health Inspector must obtain Food Manager’s Certification, and Allergen Awareness Certification within 120 days of hire date.
- Minimum of 2–3 years of experience in health and safety inspections, administration of sanitary, housing, or other code enforcement.

#### **PREFERRED QUALIFICATIONS**

- Demonstrated understanding of relevant Board of Health regulations and Town bylaws, state/federal laws, and how to enforce them.
- Strong organizational, communication, and problem-solving skills.
- Ability to manage confidential information with integrity and sound judgment.

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Strong attention to detail, accuracy, and follow-through.

- Demonstrates reliability in handling confidential information and time-sensitive tasks.
- Maintains professionalism, positivity, and discretion in all interactions.
- Ability to provide calm, supportive guidance during time-sensitive or emotional events.
- Commitment to equity, inclusion, and respectful service.
- Ability to work independently and collaboratively across departments.
- Customer-service orientation grounded in empathy, respect, and clarity.
- Good interpersonal skills are needed to explain policies and procedures and provide information and assistance to applicants

### **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

- Perform physical tasks associated with on-site inspections of various indoor and outdoor locations, including but not limited to: commercial kitchens, housing units, barns, event spaces, and construction sites.
- Evening hours are required to attend Board of Health meetings and to inspect restaurants operating after 5:00 PM. Occasional weekend work is required to inspect food vendors at farmers markets and public events.
- Administrative reporting is conducted in a typical office setting; ability to sit, stand, and work at a computer for extended periods.
- Ability to lift or move materials up to 50 pounds.
- Operates a telephone, adding machine, copy machine, computer, printers and fax machine.
- Errors could cause confusion, delay, poor employee and/or public relations, as well as legal repercussions.
- Has access to confidential information.
- Makes frequent contact with other town departments, employees and the general public, requiring courtesy, patience and tact.
- Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

*(This position's 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 position's duties change.)*