

**City of Lowell**  
**Job Posting**  
**Please Post~ April 9, 2014**  
**Deadline~ April 30, 2014**  
**Department of Planning and Development**  
**Development Services Division**  
**Sanitary Code Enforcement Inspector**

**Job Title:** Sanitary Code Enforcement Inspector (1500-CODE, 2009)  
**Department:** Planning and Development  
**Reports To:** Deputy Director, Sr. Code Enforcement Inspector; and other designated personnel.  
**Work Site:** City Hall, 375 Merrimack Street, Lowell, MA 01852  
**Union:** MVEA - Inspectors  
**Salary:** (Min) \$21.1145 to (Max) \$23.6788 per hour

**SUMMARY**

Enforces provisions of the State Sanitary Code (105 CMR), local code of ordinances and regulations to prevent or remove public health hazards through inspection and enforcement actions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Inspects dwellings, private, and local properties, to determine compliance with State Sanitary Code, local ordinances and regulations, produces reports and communications of inspections, and follows through on enforcement action as necessary to prevent or remove public health hazards, and achieve compliance with laws, ordinances and regulations.
- Inspects food establishments to determine compliance with State Sanitary Code, local ordinances and regulations, produces reports and communications of inspections, and follows-through on enforcement action as necessary prevent or remove public health hazards and achieve compliance with laws, ordinances and regulations and remove public health risks.
- Investigates complaints from residents, tenants, property owners, customers, and others, documents investigation results, provides notice to responsible persons of any violations and steps to remedy, conducts follow-up investigations to ensure compliance.
- Petitions for action, attends and/or acts as a witness at local, housing court, district and/or superior court hearings.
- Communicates with customers, landlords, residents, and property owners, informs or explains matters pertaining to compliance with and enforcement of local and state laws and regulations and/or division policies and procedures pertaining to properties, housing units, and food establishments.
- Performs other related duties.

## **SUPERVISORY RESPONSIBILITIES**

None

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Three (3) years of full-time or equivalent part-time technical or professional experience in a building construction trade, environmental sanitation, or housing inspection. Associates degree or equivalent from two-year college or technical school in public health, health sanitation or related discipline desired.

Demonstrated knowledge of the State Sanitary Code, dwelling and food establishment related inspection and enforcement procedures. Knowledge of general construction, environmental factors, terminology and location of the various parts of a dwelling. Knowledge of report and enforcement order writing techniques.

Ability to read and interpret the State Sanitary Code, local code of ordinances, and regulations. Ability to write clear and concise reports. Ability to follow street maps.

Ability to communicate clearly and respectfully with customers, residents, colleagues, staff, local and state officials and the general public.

Good oral and written communication skills.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to write clear and concise reports.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute percent and to draw and interpret charts and graphs.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, written, oral, diagrammatical, or schedule form. Ability to deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license required.

ServSafe Certificate within six (6) months of appointment.

Lead Determination Certificate within one (1) year of appointment.

## **PHYSICAL DEMANDS**

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, outside weather conditions, and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; toxic or caustic chemicals; extreme cold; extreme heat; and vibration. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

***Qualified individuals send resume and/or application to the Human Relations Office, Room 19, City Hall Lowell, MA 01852 by 4:00pm on: April 30, 2014. Applicants may also send resume and/or application to fax # 978-446-7102 or via e-mail to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)***

***EOE/AA/504 Employer***