

City of Framingham, Massachusetts
Job Description

Position Title:	Environmental Protection Inspector	Grade Level:	PR5 \$64,284.94
Department	Health Department	Date:	8/07/2018
Reports to:	Environmental Health Manager	FLSA Status	Non-exempt

Statement of Duties: Employee is responsible for assisting the Director of Public Health to oversee and coordinate the performance of all technical and inspectional work undertaken in order to promote the public health of the citizens of Framingham by way of enforcing State and local laws and regulations pertaining to environmental protection. Employee is required to perform all similar or related duties. Work operations are subject to substantial seasonal or cyclical fluctuations that cannot always be planned for in advance due to sudden emergencies.

Supervision Required: Employee works under the general direction of the Director of Public Health and the Assistant Director of Public Health, and under direct supervision of Environmental Health Manager. The employee plans and carries out the regular work in accordance with standard practices and previous training. The employee solves most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, and the employee receives assignments from direct supervisor. Work is reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not.

Supervisory Responsibility: Employee, as a regular part of the job, is not required to provide supervision to other city employees.

Confidentiality: Employee has access to confidential information in accordance with the State's Public Records Law such as department records including those related to health/medical records, the preparation of documents for public health hearings, and legal actions/lawsuits.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of laws, regulations, policies, practices and precedents, which may be complex or conflicting, at times. Independent judgment is used to analyze specific situations in order to determine the appropriate actions required. Employee weighs efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations including but not limited to those related to oil/hazardous materials releases (as defined by 310 CMR 40.0000, M.G.L. Ch. 21E); federal, state and/or local regulations and guidance regarding Underground or Aboveground Storage Tanks (and associated releases), and environmental compliance issues associated with generators of hazardous waste

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(as defined by 310 CMR 30.000, M.G.L. Ch. 21C), and/or Treatment, Storage and Disposal Facilities (TSDF).

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; setting up and implementing electronic and hard copy filing, tracking, and prioritizing systems; or determining the methods to accomplish the work.

Work Environment: Working conditions involve occasional exposure to intermittent machine or related noise or a combination of unpleasant elements such as biohazards, radiation, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease when conducting field inspections. Employee may occasionally be required to work at heights or in confined or cramped quarters, or work around machinery and its moving parts. The employee is required to work beyond normal business hours occasionally, including attending evening meetings and responding to public health emergencies.

Nature and Purpose of Relationships: Relationships are primarily with co-workers, department staff, industry, and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems in accordance with state and/or local regulations or laws. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Accountability: The nature of work increases the probability that errors could be serious. Consequences of errors, missed deadlines or poor judgment may include significant monetary losses, waste of material, legal repercussions, and or personal injury when exposed to communicable diseases or other hazardous materials as a part of day-to-day operations.

Occupational Risk: Essential functions regularly present potential risk of personal injury which could result in loss of time from work. Examples of personal injury include exposure to hazardous materials when conducting field inspections. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, safety glasses, or safety boots may be required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

1. Enforces state and local environmental health laws, rules, and regulations, where applicable, including but not limited to, determining compliance with the storage, handling, and disposal of oil/hazardous materials and assessment and remediation of

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- hazardous wastes sites, as defined by Massachusetts regulations and/or local regulations or by-laws.
2. Conducts environmental investigation on complaints related to spills, leaks, generation, management, and/or disposal of oil/hazardous materials and/or hazardous wastes.
 3. Inspects commercial and industrial entities that store, handle, process, or dispose of oil/hazardous materials. Initiates enforcement action as necessary within parameters of local regulations or ordinances; refers to and works with other federal, state or local agencies/departments if necessary and appropriate.
 4. Prepares order letters seeking enforcement of violations of environmental regulations. Prepares documents in support of local public health hearings, enforcement actions, legal actions as well as presentation of public health rationale for enforcement in court or as legal/litigation support.
 5. Consults with the department's contracted Licensed Site Professional on technical details of regular duties.
 6. Provides technical support to departmental staff and other city employees on related subject matters.
 7. Leads the development of the Hazardous Materials Management Program for the department. Coordinates with Director and other departments/divisions on this program.
 8. Provides educational and technical support to industrial and commercial entities on proper storage, handling, and disposal of oil/hazardous materials and/or hazardous wastes (Large/Small/Very Small Quantity Generators).
 9. Serves as an environmental health educator, including seminars in schools and public forums.
 10. Maintains knowledge and expertise in relevant areas of environmental health in order to maintain required licenses and certifications and changes in pertinent laws and regulations, including federal, state and local enforcement guidance and practices.
 11. Assists and participates in the organization and development of the department's emergency preparedness programs as they relate to the above areas of expertise.
 12. Participates in public health programs in the community as required.

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Recommended Minimum Qualifications:

Education and Experience: Position requires a Bachelor's degree in environmental science, environmental engineering, environmental health, geology/hydrogeology, public health or related field with a Master's degree preferred; and two to five (2-5) years' experience in environmental protection, hazardous material management and/or compliance auditing, hazardous waste site assessment and remediation, particularly at MCP-regulated hazardous waste sites, or a related field; or any equivalent combination of education and experience. Knowledge and working experience with both Massachusetts M.G.L. Ch. 21C/RCRA and state regulations concerning generation of hazardous waste (310 CMR 30.000) and the Massachusetts Contingency Plan (MCP) regulations at 310 CMR 40.0000 is expected.

Special Requirements:

- Prior training and certification in OSHA-compliant HAZWOPER 40-hour coursework as well as current certification in OSHA-compliant 8-hour refresher
- Valid Class D Motor Vehicle Driver's license
- Certified maintenance of continuing education credits (CEUs) required for on-going recertification of all required credentials.

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of federal and state laws, regulations and guidance on oil/hazardous materials and hazardous wastes, including RCRA/MGL Ch. 21C, relevant OSHA Standards (including HAZWOPER requirements), and MCP/21E. Thorough knowledge of appropriate PPE as it relates to workplaces subject to OSHA requirements. Working knowledge of current inspection and control procedures/compliance auditing for generators of hazardous waste. Knowledge of and experience with the site assessment and remediation equipment such as photoionization detectors (PID), drilling rigs and other heavy equipment, groundwater gauging devices, and sampling devices and technology for groundwater and other environmental media sampling. Familiarity and experience with laboratory analytical methodology and associated analytical testing and Massachusetts requirements for soil, groundwater, surface water/sediment, and indoor air/soil vapor testing. Knowledge of QA/QC requirements under the MCP regulations. Knowledge of and experience with cost estimating, feasibility studies, and implementation of remedial technologies for hazardous waste sites. Understanding of legal implications of hazardous waste site work as well as compliance auditing issues. Knowledge and understanding of human health and environmental risk characterization of hazardous waste sites.

Ability: Ability to meet and work with city staff and the public effectively and appropriately; ability to effectively handle problems in the field and during emergencies; ability to communicate clearly, both orally and in writing; ability to operate a computer; ability to maintain confidential information; ability to maintain, manage, and organize records including electronic records; ability to establish and maintain effective working

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relationships with city employees, city officials, state regulatory agencies and all members of the public. Ability to manage multiple, complex tasks simultaneously in a detailed and organized manner. Ability to enforce laws and regulations in an impartial and consistent manner.

Skill: Excellent organizational skills; proficient data processing skill in the use of personal computers and office software including word processing, data base and spreadsheet applications; proficient oral and written communication skills.

Physical and Mental Requirements

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 position's essential functions.

Physical Skills: Work requires some agility and physical strength, such as moving in or about industrial sites or over rough terrain, and standing or walking most of the work period. Occasionally, work may require lifting, pushing, pulling objects and carrying them. There also may be a need for the employee to stretch and reach with hands and arms in order to retrieve materials.

Motor Skills: Position requires the application of basic motor skills to perform activities such as operating a personal computer office equipment, typing and/or word processing, filing, moving objects, sorting of papers, operating a motor vehicle and the utilization of measuring equipment.

Visual Skills: The employee is required to read and interpret documents and reports for understanding and analysis, computer screens, and measuring instrumentation. Employee must also be capable of determining color differences.