

Hopedale, Massachusetts
Board of Health, Health Agent
FLSA Exempt

Position Title: Health Agent

Statement of Duties

Performs professional and administrative work in overseeing the operation of the Health Department. Works to protect and promote good public health and safety in the community.

Supervision

Works under the administrative direction of the Board of Health. Incumbent receives both policy direction and specific work objectives to carry out. Work is done in accordance with all applicable state laws, codes and regulations, as well as policies of the local board.

Supervises the dog officer, inspector of animals, and three volunteers from the elder tax program.

Job Environment

- Portion of work is performed in a typical office setting with constant interruptions from the public either in person or on the telephone.
- Portion of work is done in the field and requires the use of an automobile.
- Work consists of the practical application of many different concepts, practices and techniques relating to a professional field.
- Work requires application, interpretation, and enforcement of complex laws, codes, bylaws, and other applicable regulations and determining actions to be taken.
- Errors may result in delay of service, personal injury, injury of others, delay or loss of service and/or legal repercussions.
- Primary contacts are with the Board of Health, property owners, food service handlers, and the public. Contacts are made in person, in writing and over the telephone. In all contacts, employee is recognized as an expert in the interpretation of applicable laws and regulations.
- Incumbent may be required to work outside of normal business hours, and may be contacted at home to respond to important situations.
- Incumbent has access to criminal investigations and personnel records related directly to departmental operations.

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Essential Functions

The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.

1. Performs public health inspections to ensure compliance with state sanitary code and town by-laws; such as: restaurants, and other food-related establishments; motels, lodges, inns, swimming pools, whirlpools, saunas, liquor establishments, funeral homes, nursing homes, sanitary landfill and public schools.
2. Provides advice to food handlers, including educational classes for kitchen personnel.
3. Inspects housing units on request of public or officials to determine compliance with state and local laws and regulations.
4. Performs a number of environmental responsibilities, including insect and rodent control; witnessing of soil tests, deep hole and percolation tests, to determine adequacy of sites for the installation of private sewage disposal systems; approves/disapproves design and site of proposed new, repair or replacement systems; reviews building permits for adequacy of septic systems.
5. Responds to complaints having to do with trash, seepage, hazardous waste, potential public health infractions; prepares reports of investigations and prepares materials for possible Board of Health court action; performs on-call duty in conjunction with fires that may involve hazardous waste, communicable diseases, food services, or other health related issues.
6. Attends meetings of Board of Health and other specified meeting of boards/commissions, for the purpose of providing advice and counsel to them, reporting major infractions of laws and furnishing the boards with informational and research materials, carries out policies and directives of the Board.
7. Carries out a number of environmental health assignments dealing with special federal and state legislation; cooperates with federal and state officials in administering new laws and regulations dealing with such measures as groundwater discharge and water quality.
8. Carries out administrative responsibilities of the office, including preparation of budgetary requests; reviewing payroll and other budget expenditures.
9. Performs other related duties of the class, as required.

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Recommended Minimum Qualifications

Physical and Mental Requirements

Work is performed both in an office and out-of-doors. In the field, the employee must very often tread over rough terrain to examine private sewage disposal systems and the taking of percolation tests, very often, lifting septic tank covers with weights up to 50 lbs. and examining hazardous waste locations, during which exposure to potential diseases or serious illness may be present. There is a great deal of walking, stooping to sites, as well as car travel. Incumbent must travel within the community and to construction sites. Safety hazards are always present in this work, and incumbent must take special precautions at all times. There is likely to be a great amount of standing, walking, sitting, talking or hearing; use of hands to finger, handle, or feel objects, tools or controls and reach with hands and arms, bending and climbing, and working in dimly lit areas. Must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech. Specific vision abilities include close vision and the ability to adjust focus. Safety hazards exist, especially in unfinished structures, and precautions must be taken. Inspections take place in all types of weather. Stress is present on the job, at times needing to deal with irate citizens. Intellectual and mental acuity to perform conceptual and detailed technical work is necessary due the technical nature of the public health field.

Minimal Education and Experience Required

A candidate for this position should possess a High School diploma or equivalent, must have registration in Massachusetts as a sanitarian, and three (3) years experience in public health or environmental health, experience in enforcing public health related laws and regulations; Serve Safe food certification, Lead paint/code enforcement certification, soil evaluator certification, and valid driver's license required; course work in septic and inspections preferred.

Knowledge, Skills and Abilities Required

Knowledge of state and local laws and regulations pertaining to environmental and public health matters. Knowledge of the principles, practices, procedures and techniques involved in Public health activities. Knowledge of investigator methods to discern potential health problems and issues. Ability to read, understand and interpret to town officials and the general public state and local codes, laws and regulations relating to public and environmental health. Ability to enforce public health measures in a fair and effective manner. Ability to prepare technical and statistical reports, dealing with public and environmental health matters. Ability to develop public health education programs. Good communication and customer service skills. Ability to write grants and proposals, research and write regulations in the public health field, and negotiate vendor contracts and perform a variety of financial management responsibilities.