

**TOWN OF BARRE
POSITION DESCRIPTION**

Position Title: Health Agent
Department: Board of Health
Reports to: Board of Health
Exempt/Non Exempt Status: Non-Exempt

Grade Classification:
Position Description Approved: Spring 1997
Position Description Revised: 5/14/2012

Position Summary:

Professional, administrative, and enforcement work in the planning and directing of the Town's environmental and sanitary responsibilities in accordance with Massachusetts General Laws, Bylaws of the Town of Barre, and Board of Health policies, rules and regulations. Inspection and technical field work in the enforcement and interpretation of the State Sanitary Code and bylaws of the Town of Barre. Related work as required.

Supervision Received:

Works under the policy and administrative direction of the Board of Health.

Supervision Exercised:

Provides oversight, and direction to the Board of Health employees in conjunction with the Board of Health.

Essential Duties and Responsibilities:

Performs technical functions requiring considerable judgment in interpreting and enforcing sanitary and environmental codes, rules, statutes and bylaws. Has access to department-related confidential information. Frequent contact with the general public, state agencies, business and retail establishments.

Provides guidance to citizens, developers, engineers, business owners, and officials regarding ongoing public health issues.

Directs and advises staff employed by the Board of health on a permanent or temporary basis to perform related Board of Health environmental or sanitary work.

Attends day and evening meetings of the Board of Health on as-needed basis providing information and recommendations relating to health and environmental issues.

Keeps abreast of changes or trends in public health and advises Board of Health accordingly.

To maintain certifications required under special requirements section of this document, agent must be willing and allowed to attend approved classes and training to obtain minimum C.E.U.'s that are required per year. Classes required for position will be paid for through department budget.

Serves as Board of Health representative on issues relating to the use and distribution of tobacco and tobacco products.

May work closely with Town Counsel to discuss, evaluate, and if necessary, prosecute violations. May be required to appear in court.

Conducts housing inspections in accordance with State Sanitary Code. Condemns buildings when required in accordance with Code and town bylaws. May need to go to court on occasion.

Conducts restaurant and store inspections and responsible for approval of new food service operations in the Town of Barre.

Responsible for running yearly flu clinics and attends annual Rabies Clinic, if necessary.

Investigates health nuisance complaints making recommendations for appropriate actions in order to abate and/or correct unsanitary conditions.

Develops plans for solid waste disposal in conjunction with the Board of health as well as plan for landfill closure.

Writes enforcement letters and correspondence as well as policies and procedures.

Works with other boards and the public on problems of mutual interest.

Acts as Board of Health liaison to other boards and town departments regarding public health issues. Insures communication flow with Planning Board, Conservation Commission, Building Department on development and construction issues. Serves as a resource and technical expert regarding environmental issues.

Must participate in the Quabbin Regional Health Coalition for emergency preparedness planning. May meet once per month with the coalition. This time can be factored into the 32 hour work week.

Desired Minimum Qualifications:

Education and Experience:

Must have a Bachelor's Degree in Environmental/biological Sciences or related field supplemented by three years experience in a public health setting including fieldwork and administrative duties or relative experience. Any equivalent combination of education and experience.

Special Requirements:

The successful candidate must be licensed as a Registered Sanitarian with the Commonwealth of Massachusetts or be eligible for licensing within one year of assuming his/her duties.

Must possess Massachusetts Class D Drivers License.

DEP approved soil evaluator, certified pool operator, lead determination license and are required. And obtain training with Homeland Security Certifications IS-00700 NIMS Intro, ICS 100, and IS-00200 within one year of assuming his/her duties.

Necessary Knowledge, Skills, and Abilities:

Ability to maintain detailed inspection records and field notes. Familiarity with principles and practices of State Sanitary Code and environmental rules and regulations. Ability to convey and enforce regulations in a tactful yet firm and professional manner. Good interpersonal skills required.

Tools and Equipment Used:

The position requires the ability to operate standard office equipment including but not limited to personal computer, facsimile, copy machine, telephone, adding machine. The position also requires the use of latex gloves and the operation of hand tools and chemical testing equipment. A pager and radio equipment may also be required for use in the position.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to perform the essential functions of the position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moderate physical effort required to perform work. Light lifting of up to 25 pounds. Must be able to access all field locations with varying degrees of terrain and environmental conditions. Regular stooping and crouching to perform testing procedures. While performing the duties of the position the employee is frequently required to speak, hear, walk, sit, stand, bend, reach, twist, push, pull, grasp. May be required to bend, stoop, crouch, kneel. The employee is frequently required to use hands to finger, handle, or operate tools to administer testing. Specific vision abilities include close vision and the ability to adjust focus. Ability to operate a motor vehicle.

Work Environment:

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

Work is performed both indoors and outdoors with frequent and regular exposure to outdoor weather conditions while conducting fieldwork. Remaining work performed indoors under typical office conditions. Some exposure to the hazard of unsanitary conditions, methane gases, noxious odor and fumes. Moderate noise levels associated with conducting inspections. Moderate noise levels resulting from telephones, office equipment, public, business clientele.

Work Schedule:

The work schedule is fairly regular but can be variable with periods of increased activity. In general the position requires 32 hours per week. Agent may be required to work evening or weekend hours within the 32 hours.

Selection Guidelines:

The successful candidate will be chosen by the Board of Health in accordance with the employment procedures set forth in the Town of Barre Personnel Policy Manual.

Summary:

The duties listed above are intended only 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.

This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.