

Health Agent

Position Purpose:

The purpose of this position is to perform professional inspections of food handling establishments, housing relating complaints and lead paint determinations. Enforces state and local regulations pertaining to public health. Performs all other related work as required. The health agent is responsible for maintain and improving on efficiency and effectiveness of all areas under his or her direction.

Supervision:

Supervision Scope: Performs highly responsible work of a complex and technical nature which involves the exercise of judgment and initiative to ensure the enforcement of applicable codes and regulations frequently changing conditions and problems.

Supervision Received: Work is performed under the general supervision of the Board of Health; the employee is familiar with work routine and uses initiative in carrying out recurring assignments independently with specific instruction.

Supervision Given: None

Job Environment:

Some work is performed under typical office conditions with a moderate noise level; some work is performed in the field, with exposure to various weather conditions; potential exposure to communicable diseases and unsanitary conditions with a loud noise level.

Operates automobile, computer, telephone, facsimile machine, copier, calculator, typewriter, and other standard office equipment, as well as various testing equipment.

Employee has frequent contact with the public, town employees, state organizations, attorneys, health departments, mosquito control, business and property owners, engineers and septic installers. Contacts are primarily in person, by telephone and occasionally by email or written correspondence.

Employee has access to department oriented confidential and personal information concerning citizens and local businesses.

Errors could result in monetary loss, reduced levels of service, confusion and delay in the provisions of services and could have legal and or financial repercussions for the town.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omissions of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Performs inspections of food services, catering, mobile and retail food establishments to ascertain compliance with the state and local regulations; or as directed by the Board of Health. Such inspection shall note all violations and shall be scored in accordance with Board regulations.

Shall notify the Board immediately of any establishment scoring below 85 points, or having three critical violations noted on the inspection report.

Conducts follow up inspections within 7 days for establishments having critical violations.

Investigated food borne illness complaints.

Assists establishment owners obtaining information on educational courses related to food service: offers guidance during inspections that will assist owners in food service sanitation and protection.

Inspects housing units and premises as requested by the board in accordance with 105 CMR 400,000, Minimum Standards of Fitness for Human Habitation. Conducts follow-up inspections as necessary.

Inspections shall include a lead paint determination if necessary under MGL.

Inspections of asbestos shall not be included, however, if presence of asbestos is suspected, it shall be cited in the housing inspection report.

Represents the Town of Hardwick in Housing Court as necessary.

Submits complete and accurate reports of each inspection and assists establishments in obtaining compliance with state and local regulations.

Investigates miscellaneous health-related complaints including but not limited to rodents, dumpsters and other trash-related issues.

Participates in Homeland Security and Emergency Preparedness.

Attends trainings, seminars, conferences and meetings to stay current in the field and earn CEU's and Certificates.

Performs duties relating to the protection of public health as required such as water quality testing, lake water testing, witnessing well drilling and water flow.

Performs similar or other related work as required, directed or as the situations dictates.

Recommended Qualifications:

Education and Experience:

Associate's Degree in Public Health or a related field: and two years experience in health inspection: or any equivalent combination of education and experience. Bachelor's Degree is desirable.

Special Requirements:

Possession of a Class D driver's license.

Knowledge, Ability and Skill:

Knowledge: Through knowledge of state and local regulations pertaining to public health; and a working knowledge of current inspection and control procedures.

Ability: Ability to enforce and interpret regulations firmly, tactfully and impartially. Ability to communicate effectively, orally and in writing. Ability to operate standard office equipment. Ability to secure to cooperation of others in difficult situations and have good professional judgment.

Skill: Excellent oral and written communication skills. Proficient computer skills in the operations of Microsoft Word, email. Internet, data entry, report generation and spreadsheet formatting.

Physical 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 essential functions. Minimal physical effort generally required when conducting field inspections during all types of weather conditions. Regularly required to stand, walk, crouch, stoop, and sit; must be able to manipulate objects, tools, or controls, and be able to pick up and use paper, books, and other common objects. May move objects weighing up to 10 pounds. Must be able to communicate. Vision and hearing at or correctable to normal ranges.

(This job 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 job change.)