

TOWN OF HANSON
Position Title: Health Agent

Position Summary/Statement of Duties:

The essential function of this position is to interact with and act as the agent for the Board of Health to provide for the protection of the public health, the control of disease, the promotion of sanitary living conditions, the protection of the ground water and other environmental factors from pollution and assist ancillary staff. The Health Agent works in accordance with Massachusetts General Laws, town policies, town bylaws, ordinances, rules, regulations and relevant state, federal and local regulations. Enforces applicable health laws, local by-laws and regulations including but not limited to: communicable diseases, septic systems, housing, lead paint, food, tobacco, asbestos, hazardous materials, hazardous wastes, solid waste management, semi-public and public pools and beaches, mosquito control, animals, wells, public and private drinking water quality, air quality, and general health nuisances, as directed by the Board.

These goals are accomplished by developing, planning, organizing and directing public health programs, inspecting installations, investigating complaints, documenting, reporting, and maintenance of records.

Supervision:

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

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 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.

General:

Ensure food protection, minimum standards of fitness for human habitation, hazardous substance and product safety, institutional environmental health and safety. Inspect all food establishments, including schools, a minimum of twice a year.

Act to eliminate nuisances, unsanitary conditions, sources of filth and air pollution.

Perform field inspections for food establishments, public swimming pools, swimming beaches, recreational camps for children, tanning salons, and rent subsidy inspections for landlords.

Investigate and take action relative to complaints of violations of local and state regulations and conduct general inspections in the interest of protecting the public and environmental health.

Responds to numerous telephone and walk-in inquiries: keep citizens informed of objectives and activities of the Board of Health.

Cooperate with state and municipal inspectors in joint investigations and inspections in related fields.

Review product recalls as issued by the DPH and implement enforcement as needed.

Prepare reports regarding conditions found, outlining actions taken as well as recommended actions.

Prepare and present activity reports to the Board of Health.

Perform timely re-inspections to ensure compliance with orders or agreements. Communicate findings and regulatory provisions to owners, occupants, property managers and occupants.

Educate community members regarding sanitary procedures and techniques. Promote community interest and cooperation in environmental sanitation.

Conduct food-borne illness investigations.

Active member and coordinator of EDS staff during an infectious disease emergency

Attend Board of Health meetings, training sessions approved by the Board, emergency preparedness duties and work with the contractor assigned by the coalition.

Attend the Household Hazardous Waste Collection Day.

Review building plans and advise Board of Health of findings.

Responsible for the administration and coordination of court cases relating to public health matters and appear in court when necessary.

Coordinate with DPH as needed.

On call 24 hours/ 7 days for health issues at fires, oil spills, etc. Must be available to respond to “emergency” health issues within 1 hour from received notice.

Housing:

Conducts housing inspections to ensure compliance with 105 CMR 410.000: State Sanitary Code Chapter II: Minimum Standards of Fitness for Human Habitation. Prepare findings and issue orders to correct violations and orders to vacate to the owners and/or occupants of the dwelling unit. Conducts re-inspections of dwelling units. Prepares documentation to issue a condemnation order if the violations pose an immediate threat to the health, safety and well-being of the occupants of the dwelling unit. Responsible for placarding the dwelling unit as “condemned” and ensuring the occupants are removed from the dwelling unit in a timely manner. Requests additional inspections (i.e. building, plumbing, wiring) when warranted.

Food Establishments:

Ensure compliance with 105 CMR 590.000 State Sanitary Code Chapter X – Minimum Sanitation Standards for Food Establishments. Performs routine field inspections of retail food and food service establishments for general construction and cleanliness, wholesomeness of food, proper food preparation procedures, sanitation of dishes and utensils. Conducts joint inspections with personnel from the Massachusetts Department of Public Health’s Division of Food and Drugs. Embargoes and/or oversees the destruction of unwholesome or adulterated food product. Investigates all alleged food-borne illness complaints. In the event of a food-borne illness outbreak, the health agent will work closely with epidemiologists from the Massachusetts Department of Public Health’s Epidemiology Program. Conducts inspections of temporary and mobile food establishments at fairs and various outdoor events. Must be available to work weekends and evenings for these seasonal events.

Title V: Witness all percolation tests, reviews engineered and other septic system plans for code compliance and submits recommendations to Board of Health on requested variances and conditions prior to Board approval and conduct septic installation inspections.

Swimming Pools/Beaches: Inspects all public and special purpose pools as well as bathing/boating areas for compliance with 105 CMR 435.000: Minimum Standards for Swimming Pools (State Sanitary Code: Chapter V). Conducts testing of chemical standards including disinfection, pH, alkalinity. Collects samples to submit for bacteriological analysis.

Recreational Camps for Children: Inspects all Recreational Camps for Children for compliance with 105 CMR 430.000: Minimum Sanitation and Safety Standards for Recreational Camps for Children (State Sanitary Code: Chapter IV).

Tanning: Inspect tanning establishments for compliance with 105 CMR 123.000: Tanning Facility Regulations.

Frozen Dessert Regulations: Reviews and reports any abnormal monthly bacteriologic testing of certain frozen dessert products.

Hanson Board of Health Regulations for Body Art Establishments: Inspect body art establishments for compliance with Hanson Board of Health's regulations

Reviews development plans in cooperation with other boards/departments and submits reports as necessary;

Assists and provides guidance in the preparation of and manages the department's operating budget; provides for the maintenance of associated records; assists in the preparation of the budget and expenditure reports of the Board of Health as well as the Transfer Station.

Develops and administers grant-funded programs; manages the distribution of publicly funded or supplied vaccines

Other Functions:

- Advises and consults with consulting physicians, Town agencies, boards, commissions, committees, and the State Department of Public Health
- The Health Agent maintains as strictly confidential any and all information specifically so designated, including reports of communicable diseases, reports of unsanitary living conditions, food code violations, tenant/landlord problems, pending litigation, bid proposals, personnel records, and other department related information. Discretion and maintenance of confidentiality are required.
- The Health Agent will provide the Board of Health with a weekly summary of his/her weekly activity as it relates to the responsibilities of the Health Agent, in writing, prior to the weekly board of health meeting and via verbal communication at each Board of Health meeting, or as requested by the Chairman of the Board.
- All other duties as directed by the Board of Health.

Physical and Mental Effort:

Minimal physical effort required when performing functions under typical office conditions. Moderate to strenuous physical effort required periodically in the field. Frequently required to sit, stand, stoop, bend, twist and reach. Must be able to occasionally lift up to 50 lbs. Must have the ability to climb ladders as well as negotiate stairs which may or may not be structurally sound. Physical agility required to access all areas of inspection site. The applicant must be free of cognitive impairment with all senses intact.

Minimum Required Qualifications:*Education Training and Experience:*

Experience in the public health or related field. Bachelor's Degree in Health Science, CHO, RS or related field is preferred.

Special Requirements:

Food Manager Certification

CPO

Must be available for occasional weekend coverage.

Must have valid Massachusetts Class D Motor Vehicle Operator's License, own transportation, proof of insurance and maintain such as a condition of employment.

Appropriate professional attire.

Incumbents are expected to attend, successfully participate in and receive certificates of completion from recognized seminars and courses e.g., soil evaluator, pool operator, food inspection, land surveying, lead enforcement/determination, septic inspection, infectious/communicable disease recognition, emergency dispensing site protocols, and post natural disaster planning.

Knowledge, Ability and Skill:

Thorough knowledge of State Sanitary Codes, experience in conducting comprehensive housing and food service (as well as a variety of other types) inspections.

Ability to enforce and interpret regulations firmly, tactfully, and impartially.

Ability to establish and maintain effective working relationships and to mediate and handle interpersonal disputes effectively.

Must demonstrate a high level of organizational and time management skills and possess computer expertise; working knowledge of Word, Excel, Outlook and Internet Explorer.

Ability to communicate effectively both orally and in writing.

Must perform all aspects of job responsibilities with honesty and integrity.

(This job description does not constitute an employment agreement between the employer and the employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs and requirements of the job change.)