

TOWN OF NORTHBOROUGH
JOB DESCRIPTION

JOB TITLE:	Health Agent	DATE:	March 2005
DEPARTMENT:	Board of Health	GRADE:	F
REPORTS TO:	Town Administrator/Board of Health		

SUMMARY

Under the policy direction of the Board of Health, is responsible for the administration of the Town's public health program to include the enforcement of state and local public health laws, rules and regulations, the processing of applications, and issuance of permits and licenses, and the maintenance of records.

ESSENTIAL FUNCTIONS

Administer public health programs and serve as a resource on public health issues; communicate with the public on health issues.

Develop, manage and monitor the operating budget and capital improvement plan for the Board of Health.

Prepare agenda for Board of Health meetings; staff meeting; perform follow-up activities.

Enforce state and local public health laws and rules and regulations.

Process applications, approve plans, issue appropriate permits and licenses, collect fees, handle complaints and investigate alleged nuisances. Initiate citations and corrective measures to eliminate unsanitary living conditions.

Inspect restaurants, food handling and processing establishments, nursing homes, group residences, child care centers, recreation camps for children, public pools and beaches, private sewage disposal systems and other areas as required by law.

Respond to inquiries from general public, businesses, and regulatory agencies.

Maintain required records, submit filings and reports as required.

Work with Animal Control on disease control issues.

Prepare reports on violations and testifies in court, as needed.

MANAGEMENT RESPONSIBILITIES

Supervise less than 5 employees in such position titles as: Animal Inspector and administrative/clerical staff. Supervisory activities include responsibility for performance management, operating budget development, conducting employee orientation, scheduling work hours/granting time off and rewarding/disciplining staff, providing training and development, assigning/reviewing work and managing employee compensation.

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SECONDARY RESPONSIBILITIES

- May be required to coordinate various public health initiatives, e.g., West Nile Virus, Avian Flu preparedness
- May be required to participate in various emergency preparedness activities involving public health issues

Performs other position-related duties, as assigned.

QUALIFICATIONS

Minimum Training and Experience

Requires a Bachelor's degree in public health or a related field with 3 to 5 years' experience in a municipal setting in public health, environmental health or sanitary engineering; or any equivalent combination of education and experience. Must be registered as a State Sanitarian. Certification as a Health Officer is desired, but not required.

Requires valid Class D Motor Vehicle License.

Minimum Knowledge, Skills and Abilities

Requires thorough knowledge of state laws and regulations pertaining to public health, housing regulations and sanitation. Working knowledge of inspection and control issues, soil evaluation, food service management, and water treatment.

Familiarity with building codes and construction issues, food preparation and storage equipment.

Effective customer service and communication skills are required to address a wide-ranging public audience. Requires the ability to enforce and interpret regulations firmly, tactfully and impartially. Contacts require courtesy, and tact to resolve issues. Requires the ability to handle highly sensitive information that is confidential.

Requires the ability to build a positive team environment, manage and motivate staff. Familiarity with personnel practices.

Requires knowledge of municipal finances in order to prepare and manage budgets.

Requires excellent planning, time management and organizational skills.

Knowledge Proficiency

In order to be considered proficient in the position, the employee must demonstrate:

- advanced knowledge of inspection services,
- solid understanding of Massachusetts General Laws and Town by-laws as they pertain to public health and sanitation issues, food preparation, handling and storage,
- proficiency in the department's specific software applications and databases,
- basic knowledge of the functions and operations of other Town departments, with specific knowledge of the water and sewer department, collections, inspection services, and personnel,
- basic understanding of Town geography, streets and numbering system.

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Tools and Equipment Used

The employee is required to use a personal computer and general office equipment and operate two-way radio for field communications. Thermometers are used for food service inspections. The employee is required to operate a Class D motorized vehicle.

Physical Demands

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, and walk. The employee must occasionally lift and/or move up to 30 pounds.

The employee must have good vision to drive, view detailed plans, site maps and samples. Requires the application of manual dexterity in combination with eye-hand coordination to use hand tools and perform basic keyboarding.

Work Environment

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Work activity is performed inside and out-of-doors and occasionally with exposure to potentially hazardous conditions that involve fumes, gas, strong odors, or communicable disease.