

HEALTH AGENT

The Town of Mashpee seeks candidates for the position of Health Agent. This is a full time position, 40 hours/week, Monday through Friday, 8:30am – 4:30pm; \$80,267.20/year - \$87,235.20/year commensurate with qualifications and experience. Comprehensive benefits package includes Town contribution of 75% towards the cost of health insurance, defined benefit pension program, generous vacation package, life/dental/vision plan options, as well as deferred compensation plans. Further information can be found on the Human Resources Department Employee Benefits webpage at mashpeema.gov.

The purposes of this position are to work with the Board of Health to provide for the protection of the public's health, the control of disease, the promotion of sanitary living conditions, the protection of the ground water and other environmental factors from pollution and managing the staff. These goals are accomplished by developing, planning, organizing and directing public health programs, inspecting installations, investigating complaints and by licensing refuse haulers and issuing permits to other owners and contractors. The Health Agent is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control. Performs complex and highly responsible duties requiring a very high level of initiative and independent judgment in the planning, administration and execution of the department's programs and services, and in the direction of personnel; required to work independently in formulating decisions regarding department policies, procedures, operations and plans.

Bachelor of Science degree in public health, environmental science or related field required and more than five years of experience working in public health or a related field; or any equivalent combination of education, training or experience which demonstrates possession of the required knowledge, skills and abilities necessary to perform the essential functions of the job. Registered sanitarian is preferred; or must become a registered sanitarian within twenty-four months of appointment. Must successfully complete and earn certifications from recognized seminars and courses e.g., soil evaluator, pool operator, food manager, OSHA 40 hour Hazwoper, wetlands identification, confined space entry, land surveying, lead enforcement/determination, Class II WWTP operator and septic inspection. Must possess a valid MA driver's license (Class D). Must successfully pass a comprehensive background check.

Interested candidates must submit a fully completed original Town of Mashpee employment application (available on the HR Dept. Employment Opportunities webpage at mashpeema.gov), resume and cover letter to Human Resources Director Kimberly Landry, Mashpee Town Hall, 16 Great Neck Road North, Mashpee, MA 02649. The original application must be received by no later than **4:30pm on July 18, 2022**.

The Town of Mashpee is an EEO/AA Employer
Applications from Women and Minorities are Encouraged

Posted: July 8, 2022

**HEALTH AGENT – JOB DESCRIPTION
BOARD OF HEALTH
TOWN OF MASHPEE, MASSACHUSETTS**

SUMMARY

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SUPERVISION

Supervision Received: Works under the general supervision of the Town Manager. Works under the policy direction of the Board of Health with considerable latitude for independent judgment and action; assumes responsibility for developing and achieving the department goals and objectives. The position is subject to review and evaluation according to the Town's personnel policies and procedures.

Supervision Given: Supervises all department employees; develops job direction; assigns tasks and provides instructions; monitors personnel performance to assure timely work and to evaluate performance.

JOB ENVIRONMENT

Administrative work is performed in a typical seasonally comfortable office environment with contemporary office systems, tools and equipment. Information gathering and inspections are performed in facilities and outdoors with potential exposure to infectious and contagious diseases, toxic or caustic chemicals, fumes, vapors and levels of radiation while conducting tests. A majority of work is performed under moderately noisy conditions and is subject to frequent interruptions.

Regularly operates an automobile, computer, telephones, copier, facsimile machine, and other standard office machines.

Interacts constantly with the general public, health care providers, medical institutions, environmental scientists, building contractors, attorneys, other municipal employees and officials, and local, state and federal governmental agencies and organizations. A high level of discipline and knowledge is required to provide consistent, fair and equitable decisions on private personal and regulatory issues.

Has access to all department-related confidential information including medical records of residents that require the application of appropriate judgment, discretion and professional protocols.

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.]

1. Works with and supports the Board of Health in the development of plans, policies and programs to address public health needs; establishes goals and objectives to be achieved through systematic courses of action that focus on community health needs.
2. Enforces state health and sanitary laws, local by-laws, and rules and regulations of the Mashpee Board of Health with courtesy, discretion, tact and professionalism; oversees and provides for the proper issuance of a variety of permits.
3. Evaluates existing programs and provides quality assurance according to applicable professional and regulatory standards to ensure that programs are consistent with plans, policies and legal requirements; advises the Board of Health on inadequacies and changes needed to redirect programs and resources.
4. Implements mandated programs and services; responds to complaints and meets other high priority public health service requirements e.g., inspects housing, food establishments, institutions under public control, etc.; enforces housing code; plans and conducts health and environmental investigations, including the collection of bio-medical debris from coastal beaches and recreational water samples for bacterial analysis; initiates remedial and enforcement procedures as necessary; supervises and reviews the work of professional engineers and sanitarians in excavating deep test holes, performing percolation tests and evaluating soil conditions.
5. Investigates adverse health incidents, their effects and health hazards in the community to identify the magnitude of health problems, duration, trends, location and population risks; drafts and issues reports on health issues and maintains public health records.
6. Informs and educates the public on public health issues of concern in the community, promotes awareness about public health services, their availability and health education initiatives.
7. Reviews development plans in cooperation with other boards/departments and submits reports as necessary; reviews engineered and other septic system plans for code compliance, consults with engineers to recommend appropriate designs; submits recommendations to Board of Health on variance approvals and conditions.
8. Trains health service personnel on sanitary code inspection techniques as necessary.
9. Prepares and manages the department's operating budget; provides for the maintenance of associated records; prepares budget and expenditure reports.

10. Develops and administers grant-funded programs; manages the distribution of publicly funded or supplied vaccines.
11. Advises and consults with consulting physicians, Town agencies, boards, commissions, committees, and the State Department of Public Health.
12. Maintains current knowledge of profession through peer association, review of literature and attendance at seminars/workshops.
13. Represents the town in local, regional and federal programs involving public health issues.
14. Maintains assigned vehicle in a neat and orderly manner consistent with sanitary requirements and job expectations established by proper authority. Reports any damage or inadequacies as required.
15. Maintains confidentiality of department records and information on a “need to know basis.”
16. Performs other similar or related duties as required or as the situation dictates.

ERRORS AND OMISSIONS

Errors or omissions, inadequate coordination, untimely work, inaccuracies, or actions and inactions beyond one’s scope of authority may result in technical flaws triggering assumed decisions, may produce extra work, may impose injurious financial loss or have other legal ramifications or compromise public health and safety.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Bachelor of Science degree in public health, environmental science or related field required and more than five years of experience working in public health or a related field; or any equivalent combination of education, training or experience which demonstrates possession of the required knowledge, skills and abilities necessary to perform the essential functions of the job.

Knowledge, Skills and Abilities:

Knowledge: Comprehensive knowledge of the practices and administration of public health; extensive knowledge of the applicable state and local laws and regulations relative to public health and of the state sanitary codes, Title V, and of current inspection and control procedures.

Skills: Good verbal and written communication skills; diplomatic and/or blunt as appropriate to bring about code compliance and in taking enforcement actions; good to excellent skills in working with development and other plans, inspecting housing, occupancies and food handling establishments, and managing numerous details. Must possess skill in operating a keyboard at an efficient speed. Must be capable of reporting to work punctually and dependable in attendance.

Abilities: Have a strong ability to read, understand, interpret and appropriately apply a broad range of applicable specifications, laws, policies and procedures; to recognize, understand and work with Town

wide priorities; to identify, analyze and make useful recommendations regarding complex issues; to work diplomatically and effectively with diverse customers; a strong ability to coordinate with regulatory boards, committees and officials and review requirements.

Physical Requirements: While performing the functions of this job, is required to meet with applicants and the public standing at a counter or sit in a conference location; frequently drives to various job locations, walks, climbs, stands, bends, stoops, kneels, talks and listens; uses hands to finger, handle, or feel objects, tools, or controls; reaches with hands and arms; occasionally needs to sit to process office paper work. Must occasionally lift and/or move up to 30 pounds; specific vision abilities required include close, medium distance, peripheral and color vision and the ability to adjust focus; ability to operate a keyboard and computer systems accurately and at an efficient speed; must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

Special Requirements: Must be able to demonstrate, through references or otherwise, the ability to assign priorities to varied work demands, independently and effectively accomplish detailed work requirements, and provide high levels of courteous service. Must possess and maintain a valid Commonwealth of Massachusetts driver's license (Class D) to operate a motor vehicle. Required to wear protective clothing and equipment according to OSHA guidelines on some job sites; registered sanitarian is preferred; or must become a registered sanitarian within twenty-four months of appointment. Must successfully complete and earn certifications from recognized seminars and courses e.g., soil evaluator, pool operator, food manager, OSHA 40 hour Hazwoper, wetlands identification, confined space entry, land surveying, lead enforcement/determination, Class II WWTP operator and septic inspection. Must successfully be able to complete a comprehensive background investigation and criminal record check. Must be able to pass a one-year probationary period. Must be able to provide proof of eligibility to work in the United States.

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

Adopted: 10/7/1996

Revised: 5/2/01, 5/22/01, 6/01/01, 7/7/22

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