

Town of Bellingham
Board of Health
HEALTH AGENT

The Town of Bellingham has an immediate opening of Health Agent in the Board of Health department. This is a full-time position offering full benefits. Prior experience as a health inspector or health agent with a thorough knowledge of state and local public health codes and regulations, environmental sanitation and public health practices is preferred. Ability to enforce and interpret regulations firmly, tactfully, and impartially; ability to apply critical thinking to problems and issues and arrive at solutions independently, as appropriate is required.

Prefer Bachelor of Science Degree in public health, environmental health, or other related science or health related field or two to five (2-5) years of prior work experience or equivalent combination of education and experience to perform the essential functions of the job.

Current Registered Environmental Health Specialist/Registered Sanitarian preferred or must be eligible to become and work toward REHS/RS certification.

Must be certified or willing/able to become certified Soil Evaluator, Septic Inspector, Title 5 System Inspector, Food Safety Manager or ServSafe.

Compensation is \$70,000 - \$83,000 based on education and/or experience

Must pass a pre-employment physical and CORI check

Bellingham is an AA/EEO employer

[click here for full details and job description](#)

Town of Bellingham
Board of Health

HEALTH AGENT
JOB DESCRIPTION

The primary function of the Health Agent is to enforce the rules, regulations, policies of the Bellingham Board of Health (BOH), provide administrative and technical duties in accordance with the policies of the BOH and Massachusetts Department of Public Health. The Health Agent will inspect food service establishments, conduct public health inspections, provide assistance to residents and businesses, review septic system plans, and assist in the operations of the BOH in a timely manner. Additionally, the Health Agent will abide by all municipal, state, and federal guidelines, regulations, and quality standards. Will ensure that safe, courteous, and professional behavior is observed in all situations.

JOB RESPONSIBILITIES

- Prepare and attend by-monthly required Board of Health meetings, trainings, and appointments with colleagues, vendors, and residents as required.
- Oversee all administrative functions; schedules, direct the daily operations of the Board of Health office. Work with the Board and Chair to develop and prepare annual budget, annual report and capital acquisition documents.
- Monitor BOH soil evaluations and percolation tests, review proposed Title 5 system plans, monitor system constructions, system inspection and direct homeowners on need and procedure for any mandated system repairs. Oversee the Septic Betterment Loan Program, updating progress to the BOH.
- Review, comment and recommend to BOH on proposals for new and existing establishments that require BOH licenses and permits to operate food establishments, septic, etc. Conduct inspections of food and retail food establishments, all new/grand openings; to include the Bellingham Senior Center, Schools and Supermarkets as set forth by the Board of Health's food risk schedule and oversee the other food establishments done by part-time inspector(s) according to said schedule.
- Conduct inspections of the Body Art establishments as set forth in the Bellingham Body Art Establishment Bylaw; Inspections of the Nail Salons as set forth in the Bellingham Nail Salon Bylaw.
- Enforce and inspect to code compliance, housing standards per complaint received, public health nuisances, sale of tobacco products, nicotine use in public places, food establishments, as well as provide written documentation per task and follow up with the BOH. Work in conjunction with the part-time Food & Tobacco Inspector to prepare quarterly reports.
- Monitor and assist food establishments and retail businesses to comply with local, state and federal food safety and health standards, including personal hygiene, temperature control of potentially hazardous foods, cross contamination control, pest control and chemical use training Oversee the Food Sanitation Program.
- Investigate and take actions relative to complaints of violations of local and state rules and regulations, and conduct general inspections in the interest of protecting the public and environmental health. Prepares reports of investigations and prepares materials for possible court actions.

- Prepares reports of investigations and prepares materials for possible court actions; Represents the BOH in court matters regarding state and local sanitary codes; also as a liaison to the BOH with other Town Boards and Departments. Interact and communicate effectively with contractors and the public.
- Perform any other duty to protect the public and environmental health as needed and required by state and local rules, regulations, laws, and bylaws; maintain Public Health records and confidentiality of information.
- Performs other similar duties or related work as required, directed, or as situation dictates within a timely manner. Report all planned days and/or vacation to the BOH and the Inspection Services Department Head.
- Health Agent shall be appointed for a term of (1) year and shall serve under the director of the department of inspections for purposes of office hours and coordination of inspections.

RECOMMENDED MINIMUM QUALIFICATIONS

Prefer Bachelor of Science Degree in public health, environmental health, or other related science or health related field or two to five (2-5) years of prior work experience or equivalent combination of education and experience to perform the essential functions of the job.

Prior experience as a health inspector or health agent preferred.

Current Registered Environmental Health Specialist/Registered Sanitarian preferred or must be eligible to become and work toward REHS/RS certification.

Must be certified or willing/able to become certified Soil Evaluator, Septic Inspector, Title 5 System Inspector, Food Safety Manager or ServSafe.

Thorough knowledge of state and local public health codes and regulations, environmental sanitation and public health practices. Ability to enforce and interpret regulations firmly, tactfully and impartially; ability to apply critical thinking to problems and issues and arrive at solutions independently, as appropriate.

Must pass a pre-employment physical and CORI

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