



Town of Leicester
OFFICE OF THE TOWN ADMINISTRATOR
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**FULL TIME HEALTH AGENT POSITION
LEICESTER REGIONAL PUBLIC HEALTH COALITION**

Leicester Regional Public Health Coalition seeks candidates for the full-time position of Regional Health Agent to primarily work within the Town of Holden. This position is responsible for carrying out a variety of public health responsibilities including routine inspections for food and beverage service establishments, title 5 systems, etc., investigating complaints and enforcing the State sanitary code. Must have thorough knowledge of Massachusetts general laws, codes, statutes, and local regulations pertaining to public health policy. This position includes occasional night and weekend work as well as the ability to respond to emergencies after hours.

The successful candidate will have strong written and verbal communication skills; critical thinking and problem-solving skills; strong organizational skills; computer proficiency (including Microsoft Office Suite); The qualified applicant will also have the ability to meet deadlines; to prepare written reports; and to work independently.

PREFERRED QUALIFICATIONS:

- Bachelor of Science (BS) degree in science or environmental health field
- 1 – 3 years of experience as a health officer or comparable work in the field of inspectional, sanitary, or environmental health code enforcement with appropriate certifications or any equivalent combination of education and experience which provides the abilities to perform the essential functions of the position
- Valid Massachusetts motor vehicle operator's license with a good driving history

Anticipated Hiring Range: \$61,525.88-77,909.83 based on a 38-hour work week

Please send resume and cover letter to: hr@leicesterma.org. Resumes will be reviewed as received. Position open until filled. The Town of Leicester is an equal opportunity employer.