



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876-2796

HUMAN RESOURCES DEPARTMENT

PHONE (978) 640-4488
FAX (978) 640-4302

JOB POSTING

POSITION AVAILABLE: Health Agent (Health Department's Office)

QUALIFICATIONS: Shall hold at least a Bachelor of Science Degree with an area of concentration of public health, environmental health, biology, or other related science field. Preference will be given to candidates who are currently Registered Sanitarians and/or Certified Health Officers or shall become a Registered Sanitarian in the Commonwealth of Massachusetts. Shall have the following certifications or have the ability to obtain within 12 months of hire: approval by the DEP as a Soil Evaluator; Food Safety, Pool Operator, and other certificates that are required to perform inspections. Must possess a valid Driver's License and have a personal vehicle for transportation.

The Health Agent is responsible for conducting public health inspections under the provisions of the state sanitary and environmental codes, providing assistance to residents in health-related fields, performing animal quarantines, emergency preparedness, and assisting the Director of Public Health in the day-to-day operations of the Board of Health Office. The Health Agent performs highly responsible work of a complex and technical nature which involves the exercise of judgment and initiative to ensure the enforcement of applicable codes and regulations to frequently changing conditions and problems.

Specific job qualifications are listed in the job description attached.

HOURS: 40 hours a week

HOURLY RANGE: \$61,463 – 83,668

POSTING DATES: From: December 16, 2024
To: Until Filled

TYPE OF POSTING: Open

Applications may be obtained online at www.tewksbury-ma.gov or at the Human Resources office located on the 2nd floor of the Town Hall.

The Town of Tewksbury is an affirmative action equal opportunity employer.

Position Purpose:

Responsible for conducting public health inspections under the provisions of the state sanitary code, public health laws, local board of health regulations, and environmental codes. Provides assistance to residents and business owners in health-related fields and assists the Director of Public Health in the day-to-day operations of the Health Department; maintains and improves the efficiency and effectiveness of all areas under his/her direction and control. Assists with emergency preparedness planning and performs all other related work as required.

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.)

- Performs inspections and takes appropriate actions concerning all licenses issued by the Health Dept. such as food establishments, tattoo establishments, tanning establishments etc.
- Investigates and takes actions relative to complaints of violations of local and state health and environmental laws, rules, and regulations, and conducts general inspections in the interest of protecting the public and environmental health.
- Follow up foodborne illness complaints, conduct investigations and communicate with MA DPH.
- Assists the Director in reviewing and approving applications for alteration and/or construction of all establishments licensed by the Health Department.
- Assists the Director in reviewing site plans submitted by the public and other departments to verify compliance with applicable codes; provides guidance to prevent public health nuisances.
- Assists the Director in administering all public health programs sponsored by the Board.
- Assists with the Town's emergency preparedness program as required, including an on-call duty during emergencies and disasters.
- Assists and develops health education programs as needed.
- Attends board of health meetings as needed.
- Attends, prepares, and tracks case files for various courts complaints.
- Enforces and works with property owners and other town agencies regarding beaver management.
- Serves as an Agent of the Board of Health.
- Assumes responsibility for day-to-day operations of the Health Department in absence of the Director.
- Witness septic system soil evaluations and percolation tests as needed; performs appropriate inspections of septic systems as required by state and local rules and regulations.
- Assists the Director in reviewing and approving septic system plans for alterations and/or construction.
- Maintain MAVEN (Mass. Virtual Epidemiological Network) credentials as needed to assist the Public Health Nurse.
- Assist and attend Public Health Excellence grant meetings as required
- Assist and work with Regional Staff to conduct inspections, attend events
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

Bachelor of Science Degree in public health, environmental health, biology, or related field; experience performing inspections and dealing with the public or any equivalent combination of education and experience. Must be eligible to become a Registered Sanitarian in the Commonwealth of Massachusetts, current Registered Sanitarians and/or Health Officers preferred. Must currently be or be able to attain within 12 months of hire, approval from the Department of Environmental Protection as a Soil Evaluator and hold certificates in Food Safety and Lead Paint; certified Title V Inspector and Pool Operator. Possession of a valid motor vehicle operator's license. Must pass a criminal background check.

Knowledge, Ability and Skill:

Knowledge: 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.

Ability: Ability to enforce and interpret regulations firmly, tactfully, and impartially. Ability to communicate effectively, orally and in writing. Ability to operate standard office equipment. Ability to handle multiple tasks. Ability to interpret legal documents, including statutes, regulations and building plans. Ability to operate a motor vehicle.

Skill: Excellent oral and written communication skills. Proficient computer skills in the operations Microsoft Word, power point, email, internet, data entry, report generation and spreadsheet formatting. Excellent planning, organizational, customer service, business math and negotiation skills.

Physical Requirements:

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Regularly required to walk, stand, sit, talk, smell, and hear; stoop, kneel, climb, balance, crouch, or crawl; use hands to finger, handle or feel; reach with hands and arms. Must have good stamina and not tire easily. Good vision to distinguish printed data and view computer screens. May be required to lift at least 30 pounds, normally less.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring considerable judgment in applying state laws and local regulations to frequently changing conditions and problems.

Supervision Received: Work is performed under the direction of the Director of Public Health.

Supervision Given: None.

Job Environment:

- Work is performed under varying conditions; spends a portion of work hours outdoors, exposing employee to various weather conditions; may be exposed to risks related to working at construction sites and restaurant kitchens or near farm equipment. May be exposed to bugs and animals. Noise is moderate to loud. May be required to work outside of normal work hours for special events or emergencies.
- Operates computer, telephone, facsimile machine, copier, and other standard office equipment. Utilizes thermometers and other testing equipment to perform various public health tests.
- Employee has frequent contact with the general public, town departments; town, state, and federal officials; Board of Health and other Town boards; commissions and committees; contractors, architects and engineers. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Has access to some department related confidential material such as medical records regarding food borne illness and communicable disease investigations.
- Errors could result in injury to the employee or others, damages to buildings or equipment and legal or financial repercussions for the Town.

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