

TOWN OF HARWICH ADMINISTRATION  
JOB POSTING

Union: HEA  
Position: Senior Health Agent  
Hours: 35 hours/week  
Pay Grade: Grade 11  
Pay Range: \$33.99- \$42.20

**Statement of Duties**

Provides a high level of technical assistance to the department head in carrying out a variety of environmental and public health programs to include inspections and monitoring responsibilities. Acts for and in the absence of the Health Director in delegated areas of responsibility.

**Essential Functions**

*The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.*

1. Enforces state sanitary codes; performs site inspections of swimming pools for conformance to regulations; witnesses soil tests and percolation tests to determine suitability for sewage disposal systems; inspects installation and repair of septic systems; reviews design specifications for Health Director approval; files Inspection results for Health Director's approval.
2. Enforces state and local public health laws, rules and regulations, investigates and reports cases of disease dangerous to public health; informs Health Director of results.
3. Investigates alleged nuisances; investigates and initiates corrective measures to eliminate unsanitary living conditions; assists with preparation for legal cases.
4. Maintains accurate records of inspections; prepares reports; reviews data with Health Director.
5. Keeps abreast of developments in environmental and public health by reading professional journals and attending meetings.
6. Acts for and in the absence of the Health Director in delegated areas of responsibility.

**Supervision**

Incumbent works under the general supervision of a department head. A great deal of work is carried out with independence, but incumbent must keep superiors informed of unusual situations and conditions. Generally, work products are readily received. A body of laws and policies are available and must be observed and followed. When requested, assists in formulating policies and procedures in conjunction with federal, state, county and town officials and bodies.

**Recommended Minimum Qualification**

**Education and Experience**

Must hold a bachelor's degree from an accredited college or university in environmental or public health, or related field, plus not less than two years of progressively responsible work in environmental or public health field, or the equivalent of experience. Must be in good physical health, and be able to demonstrate possession of the required knowledge, skills and abilities to perform the required work.

### **Licensing and Certification**

Candidate must be a registered sanitarian in Massachusetts or able to obtain registration within one year. Candidate must possess or be eligible to gain certification as a Massachusetts soil evaluator. Possess or be able to obtain a valid Massachusetts motor vehicle operator's license.

### **Knowledge, Skills and Abilities**

A candidate for this position should have:

- Considerable knowledge of federal, state and local laws and codes relating to environmental and public health issues. Considerable knowledge of environmental and public health principles, practices and procedures;
- Working knowledge of town government operations;
- Ability to conduct investigations and inspections, and prepare necessary reports;
- Ability to understand and explain applicable laws and regulation relating to environmental and public health matters;
- Ability to receive and carry out instructions and directions of supervisor;
- Ability to communicate effectively with others, both orally and in writing, and
- Skill in the use of tact and diplomacy in dealing with others.

### **Tools and Equipment Used**

Equipment operated includes: Soil testing equipment, ladders, computers, software, fax machine and other general office equipment, safety equipment, personal protective gear, cameras, specimen collection/field test kits, water and food sampling, measuring devices, field radios, medical supplies.

### **Physical Demands**

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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk, see or hear. The employee must occasionally lift and/or move up to 50 pounds.

In the field, incumbent often times must traverse over rough terrain and unstable soil conditions to make inspections and to generally carry out assigned responsibilities, often times in unfavorable weather conditions.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable Individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to extreme heights, underground and confined spaces and deep holes up to ten feet; dilapidated and/or filthy structures and buildings; outside weather conditions, extremes in temperature, humid conditions; fumes, gases or airborne particles; raw sewage, insects, poison ivy and other weeds and plant life; blood borne pathogens or other diseases.

The employee is exposed to mental stress due to the need for attention to details and accuracy; deadlines; and the constant exposure to upset people while enforcing regulations and the like.

### **Complexity**

Incumbent performs many health-related duties, many of which can be labeled as routine, but a great many more are complex, in that laws, codes and regulations cannot relate readily to all problems found in the field, and incumbent is expected to meet this situation by making proper diagnosis of conditions and to propose corrective action, many times without direct consultation with superior. Assignments are extremely varied requiring the application of technical expertise.

### **Judgment**

This type of work involves judgmental situations demanding immediate corrective action, which suggests that decision-making is an essential aspect of this work. In meeting difficult situations, incumbent must rely on covering laws, codes and regulations, on own experience and training in environmental and public health, and on consultations with superior. There is a great deal of analysis and evaluation of facts and circumstances in order to secure compliance.

### **Nature and Purpose of Personal Contacts**

Personal contacts are numerous, ranging from contacts with engineers to owners of business establishments, to members of the general public and with town officials, each for a specific health-related set of requirements and conditions. There is need to express judgments in such a manner as to be readily understood and followed. Tact and courtesy are part and parcel of this work in order to gain voluntary compliance with appropriate laws and regulations.

**External and Internal applicants, as well as position incumbents who become disabled as defined under the American With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Submit Town Employment Application, resume and cover letter to the Assistant Town Administrator, 732 Main Street, Harwich, MA 02645 or [angelique.mcgibbon@harwich-ma.gov](mailto:angelique.mcgibbon@harwich-ma.gov). Applications are available on the Town of Harwich website at <https://www.harwich-ma.gov/home/pages/employment>