

**March 11, 2025**

**Job Posting**

**Board of Health Agent**

Full Time – (35 hours per week)

The Board of Health (BoH) Agent is responsible for efficient enforcement of all applicable local, state, and federal laws and regulations concerning public health and safety; provides expert consultation regarding disease prevention and control to citizens and the Board; oversees the enforcement of Chapter II of the State Sanitary Code; oversees enforcement of State Environmental Code; oversees enforcement of standards and regulations for Food Establishments.

**Qualifications:**

College graduate with a BS in Public Health or related field or equivalent work experience or 5 or more years of experience in a Public Health related field. Serve Save Certification. Knowledge of State Sanitary Code and related rules and regulations. Must have excellent interpersonal skills and tact with the general public. Must have a valid driver's license.

Starting salary of \$83,000 annually

A complete job description and application are available at:

<https://www.eastbridgewaterma.gov/about-us>

To apply, please submit a resume, cover letter, and completed Town of East Bridgewater job application to [personnel@eastbridgewaterma.gov](mailto:personnel@eastbridgewaterma.gov) by March 28, 2025 or until the position is filled.

The Town of East Bridgewater is an Equal Opportunity Employer

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer





*Town of East Bridgewater*  
**POSITION DESCRIPTION**

<b>Position Title:</b>	Health Agent		
<b>Department</b>	Board of Health	<b>Date:</b>	March 2025
<b>Reports to:</b>	Board of Health	<b>FLSA Status:</b>	Non-Union, Exempt

**Position Purpose:**

Under the general direction of the Board of Health, provides professional staff assistance to the Board; develops and recommends all Town public and environmental health programs and policies; provides administrative coordination with the Administrative Assistant and other Town departments; and oversees the direct responsibilities of the Board of Health.

**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.)

- Ensures efficient enforcement of all applicable local, state, and federal laws and regulations concerning public health and safety; may institute court proceedings to enforce orders.
- Acts as agent for the Board of Health in assigned matters relating to the control and efficient administration of Town public health matters.
- Assists the Board in the administration and enforcement of Town and State health policies.
- Provides expert consultation regarding disease prevention and control to citizens and the Board.
- Provides expertise to the Board in analyzing and evaluating various requests regarding sanitation, building, and other permits.
- Work with the local emergency planning committee to develop planning guidelines regarding environmental pollution, hazardous waste, and industrial safety and with healthcare providers and private businesses to build coalitions for coordination of policy development, community education, inspection, and enforcement.
- Oversees the enforcement of Chapter II of the State Sanitary Code: Minimum Standards of Fitness for Human Habitation through inspection of dwellings for compliance with the minimum standards, certifying violations, issuing orders, holding hearings, granting variances, and instituting court proceedings, if necessary, to enforce such orders.
- Oversees enforcement of State Environmental Code.
- Investigates nuisances that may be injurious to health.
- Oversees enforcement of standards and regulations for Food Establishments.

- Inspects and/or oversees inspections for all Food Service and Retail Food establishments; issues orders, suspends permits where necessary.
- Investigates for confirmed foodborne illness and reports findings to the Department of Public Health.
- Coordinates percolation tests.
- Coordinates the inspections of subsurface sewage installations.
- Coordinates Inspections of tanning salons pursuant to 105 CMR 123.000.
- Gather, distribute, and disseminate information regarding health and environmental concerns.
- Educate and provide information to residents regarding public health and safety risks.
- Files required reports with the Massachusetts Department of Environmental Protection and the Massachusetts Department of Public Health.
- Assists the Board in maintaining a balanced budget.
- Attends training and seminars to maintain a current base of understanding of Public Health Practices.
- Communicates with the Administrative Assistant on all matters, issues, projects, and information involving the Board of Health
- Attends Halifax Public Health Excellence Group monthly meetings and is an active member.

**Minimum Qualifications:**

**Education, Training, and Experience:**

The successful candidate will be a College graduate with a BS in Public Health or related field or equivalent work experience or 5 or more years of experience in a Public Health related field. Serve Save Certification. Knowledge of State Sanitary Code and related rules and regulations. Must have excellent interpersonal skills and tact with the general public. Must have a valid driver's license.

**Knowledge, Ability, and Skill:**

Working knowledge of Microsoft Office, including but not limited to Excel, Word, and Outlook. General knowledge of the organization of town government. Thorough knowledge of office management practices and procedures. Thorough knowledge of related State and Federal statutes, local by-laws, Open Meeting Laws, regulations, procedures, and forms. General knowledge of departmental operations and relationships with other town departments.

Ability to communicate effectively both orally and in writing. Ability to maintain accurate and detailed records and to prepare reports from same. Ability to develop effective working relationships with colleagues and the public. Ability to work effectively under time constraints to meet deadlines. Ability to maintain confidentiality in accordance with state and town by-laws. Ability to establish priorities and make decisions.

Strong keyboard and note-taking skills. Strong interpersonal skills. Strong organizational skills. Strong skills in word processing and spreadsheet applications.

**Supervision:**

Works independently under the general direction of the Board of Health in conjunction with the policies and procedures of the town. Performs varied and responsible complex administrative and technical functions requiring comprehensive knowledge of departmental operations and the exercise of independent judgment and initiative in responding to inquiries, dealing with the public, and administering the office's functions in accordance with established departmental policies and standards; incumbent must meet deadlines, often on short notice.

**Judgement and Complexity**

The work involves numerous standardized practices, procedures, or general instructions that govern the work and require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

**Nature and purpose of contacts**

Relationships are primarily with co-workers, vendors, and the public involving frequent explanation, discussion, or interpretation of practices, procedures, regulations or guidelines to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints, interact with challenging personalities and/or effectively navigate difficult circumstances.

**Job Environment:**

Performs functions under typical office conditions, works with numerous interruptions and with minimal exposure to occupational risks. Operates computers, telephone, and other standard office equipment.

Performs functions, such as percolation tests, in outdoor environments including uneven ground, muddy or swampy conditions, variations in temperatures and wind, and precipitation including rain and snow.

Performs functions at food service establishments and residential locations which require ability to navigate in these environments which include stairs, uneven floors, noisy venues, tight spaces.

**Physical Requirements:**

(The physical demands described 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.)

The employee is regularly required to walk, climb, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Employee may occasionally lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable to normal ranges.

*(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.)*

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