

**Town of Medfield**  
**HEALTH AGENT**

The town of Medfield is seeking qualified applicants for our Part-time Health Agent. This position is 15-19 flexible hours per week.

Starting pay rate: \$40/hr to \$46/hr DOQ

Please email resume and cover letter to kvandenboom@medfield.net. Please type Health Agent in the Subject line.

See full job description below.

**DEFINITION**

The Medfield Health Agent performs a wide range of inspection and enforcement duties related to public health, sanitation, and environmental laws and regulations. The primary function of the Health Agent is to enforce the rules, regulations, and policies of the Medfield Board of Health (BOH), and provide administrative and technical duties in accordance with the policies of the BOH and Massachusetts Department of Public Health (MA DPH). The Health Agent's contribution will be a key factor in enhancing local public health services delivery and community health improvements that advance health equity.

**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 housing inspections to ensure compliance with the state and local housing codes; reports violations to Boards of Health, and prepares compliance orders and reports, including legal action, when necessary.
- Performs sanitary inspections of food establishments to ensure compliance with state standards and regulations; reports violations to Boards of Health orders, prepares compliance orders and reports including legal action, when necessary.
- Inspects new and repaired septic systems for compliance with MA Title 5 regulations; conducts soil evaluations and tests for new and repaired septic systems.
- Reviews and approves septic system designs and provides related information to residents. Inspects camps, public swimming pond, and other establishments required by law to determine compliance with applicable statutes and the State Sanitary Code.

- Investigates all complaints of public health hazards such as air pollution, noise complaints, insect and/or rodent infestation and conditions considered violations of nuisance laws; inspects environmentally sensitive sites and hazardous waste issues within the town.
- Maintains public health records and prepares documentation as required, including necessary documents for court hearings and trials.
- Attends trainings relevant to public health, housing and environmental issues in order to maintain required licenses and certifications.
- Assists with writing, editing, and/or implementing Boards of Health and Medfield regulations.
- Attends meetings, seminars, and represents the Boards of Health at meetings and hearings.

### **SUPERVISION SCOPE**

Under the direction of the Town Administrator, requires the exercise of independent judgment in evaluating compliance with health regulations and in determining appropriate enforcement actions. Work involves a variety of tasks requiring attention to detail and the ability to prioritize competing demands.

### **SUPERVISION RECEIVED**

Works collaboratively with other health department staff, guided by public health principles and policies of the Medfield Board of Health.

### **SUPERVISION GIVEN**

Does not supervise staff but should work collaboratively with department staff as needed.

### **RECOMMENDED MINIMUM QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE**

Bachelor's degree preferred in public health, environmental science or related field.

One to three years related experience in public health inspection or environmental health; proven supervisory and training skills, as well as experience in public grant administration, preferred; or any equivalent combination of relevant education and experience.

#### **Certifications to be obtained:**

- Valid Massachusetts driver's license required and reliable vehicle
- Foundations for Local Public Health Practice Course Certificate
- Food Protection Manager Certification
- Septic System Inspector Certification
- Soil Evaluators License preferred, required within 18 months of hire

- Pool Operator Certification
- Lead Determinator within two years of hire Registration as a Sanitarian within two years of hire

### **KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge of federal and state laws, rules and regulations pertaining to public health and environmental health, and current inspection techniques.

Ability to plan and communicate with co-workers, BOH's colleagues and the public effectively and appropriately; ability to maintain effective working relationships with Town officials, state and federal regulatory agencies; ability to maintain confidential information.

Excellent interpersonal, verbal and written communication skills; strong organizational skills and attention to detail; experience using software including Microsoft Office (Word, Excel, PowerPoint); database and GIS software skill a plus.

### **WORK ENVIRONMENT**

Working conditions involve occasional exposure to elements found in the field, such as work sites, walking property to inspect, construction sites, etc. May be exposed to elements, but work can typically be rescheduled to avoid harsh elements or dangerous conditions. Otherwise typical office conditions prevail.

Frequent interaction with business owners, community members, and governmental agencies, requiring effective communication and negotiation skills to address and resolve public health concerns.

Has access to confidential information requiring discretion and adherence to privacy laws and regulations.

### **PHYSICAL, MOTOR, AND VISUAL SKILLS**

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

Physical Skills: Physical demands include traversing and occasionally lifting items related to inspection activities. Ability to stand on your feet for long periods of time.

Motor Skills: Duties are primarily mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects and using office equipment, including but not limited to telephones, personal computers, handheld and scientific technology, and other office equipment.

Visual Skills: Requires visual acuity for detailed inspection work and document review.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.*