



Employment Opportunity Regional Health Agent September 22, 2025

The Greater Boroughs Partnership for Health, through the Town of Northborough is seeking candidates experienced in safe food handling practices and food inspections to fill the position of full-time, fully benefitted Regional Health Agent. The primary responsibilities of this position include conducting comprehensive reviews of the sanitary conditions and food handling practices in licensed establishments. The individual may investigate complaints and reports of unsanitary conditions and food borne illnesses. The Regional Health Agent may be required to conduct other environmental health inspections, as needed.

The Greater Boroughs Partnership for Health is a collaboration among the towns of Boylston, Northborough, Southborough, and Westborough to provide public health services and programs for the member communities. The Regional Health Agent will be an employee of the Town of Northborough but will provide inspectional services to all four communities. This is a grant funded position. The funding for this position has been secured through June 30, 2027.

A bachelor's degree in Environmental Health, Public Health or other related field and one to two years of related experience, or any equivalent combination of education and experience required. Registered Sanitarian, Soil Evaluator and Title 5 Septic System Inspector within an agreed upon time at hire. Requires a valid Class D Massachusetts Motor Vehicle License. Anticipated salary range for this Grade 5 position is \$79,500 - \$85,000.

To apply, email resume and cover letter in a single PDF with "Regional Health Agent" in the subject line to: townadmin@town.northborough.ma.us no later than October 2, 2025.

The Town of Northborough is an equal opportunity employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, veteran status, or any other protected status. All are encouraged to apply.

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JOB DESCRIPTION

JOB TITLE:	Health Agent	DATE:	March 2022
DEPARTMENT:	Board of Health	GRADE:	5
REPORTS TO:	Health Director		

DEFINITION

Responsible for professional, administrative, technical, and inspectional duties related to enforcing federal, state, and local sanitary health regulations, local permit and licensure requirements and generating appropriate related documents.

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.

- Perform sanitary inspections to ascertain compliance with applicable laws and regulations; investigate nuisances, sources of filth, and causes of disease in order to abate violations and correct unsanitary conditions.
- Review applications for food service (designs, certificates, etc.), perform inspections of eating and drinking establishments to ascertain compliance with laws and regulations.
- Maintain appropriate records, forms, supplies and prepares required reports, field notes and advisory letters as needed.
- Investigate food borne illness inquiries/complaints.
- Consult with license and permit applicants and provide guidance on meeting regulatory requirements; conduct plan review for new establishments permitted by the Health Department.
- Perform inspections of swimming pools, public bathing areas and recreational camps to ascertain compliance with laws and regulations.
- Investigate violations of, and enforces the provisions of, Chapter II of the State Housing Code: Minimum Standards of Fitness for Human Habitation, the State Sanitary Code, and state and local health regulations.
- Perform community outreach and educate the public, food establishments and other community groups on food safety practices and other public health issues.
- Perform Title V inspections as directed; reviews designs, witnesses soil tests and percolation tests to determine adequacy of sites for installation of private sewage disposal systems including new, or replacement systems; maintain associated records, files and reports.

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- Assist in coordinating emergency distribution sites for immunization clinics and emergency shelters.
- Act as Health Director in their absence.
- Performs similar or related work as required.

SUPERVISION RECEIVED

Under general direction, the employee plans and prioritizes the work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with the supervisor.

JUDGMENT AND COMPLEXITY

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, regulations and precedents which may be complex. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

NATURE AND PURPOSE OF CONTACTS

Relationships are with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, lawsuits and client records.

EDUCATION AND EXPERIENCE

Bachelor's degree in Environmental Health, Public Health, Environmental Science or other related field and one to two years of related experience, or any equivalent combination of education and experience. Registered Sanitarian, Soil Evaluator and Title 5 Septic System Inspector within an agreed upon time at hire. Requires a valid Class D Massachusetts Motor Vehicle License.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Working knowledge of state sanitary codes, including food sanitation, subsurface sewage, and all other Commonwealth Health and Environmental laws and codes. Knowledge of engineering concepts in relation to wastewater. Knowledge of related federal, state and local laws,

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rules and regulations. Knowledge of computer systems, word processing, spreadsheet, and database software.

Abilities: Ability to conduct field inspections. Ability to manage and supervise employees effectively. Ability to communicate effectively both orally and in writing. Ability to maintain good public relations and effective collaborative working relationships with Town departments, department heads, fellow employees, officials and the general public. Ability to meet deadlines. Ability to work independently and exercise independent judgment.

Skills: Proven interpersonal skills, customer service skills and problem resolution skills. Must possess organizational skills and be detail-oriented.

WORK ENVIRONMENT

Working conditions involve occasional exposure to elements found in the field, such as work sites, walking property to inspect, construction sites, etc. The employee may be required to work beyond normal business hours.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills: Administrative work is conducted in an office setting, involving sitting, with intermittent periods of stooping, walking, and standing. When in the field, work requires agility and physical strength, such as moving in or about construction sites or over rough terrain or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 50 lbs.). There may be a need to stretch and reach to retrieve materials.

Motor Skills: Duties involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

Visual Skills: Visual demands require routinely reading documents for general understanding and analytical purposes.