**TOWN OF MILTON**
**JOB POSTING**

**POSITION:** Health Agent (37.5 Hours/Week)

**GRADE:** Level 7/Step 1 $62,095.95 Annual

**DEPARTMENT:** Health

**DATE:** April 13, 2022

**RESPONSIBILITIES:**

**Definition**
Professional, administrative, and technical inspection work in the planning, implementation and enforcement of public health and environmental laws and regulations; in emergency management and bioterrorism response; and in designing and implementing preventive health and environmental programs. The Agent is also responsible for ensuring compliance with said laws and regulations to protect and promote the public health of the community and all other related work, as required.

**Supervision**
Works under the policy direction of the Public Health Director/Nurse, in accordance with state laws and regulations.

Performs varied and responsible functions requiring considerable judgment in the interpretation and application of public health and emergency management practices, laws and regulations to frequently changing conditions, threats and problems.

Provides office coverage in the absence of the Public Health Director/Nurse, and Senior Administrative Clerk.

**Job Environment**
Administrative work is performed under typical office conditions; inspection work is performed under varying conditions, with frequent exposure to loud noise, various weather conditions and the hazards associated with construction sites; potential exposure to communicable diseases, potential exposure to new chemical or bioterrorist agents and hazardous waste. Required to work outside normal business hours approximately once a month as necessary; may be required to work on weekends; on call to respond to emergency situations.

The employee operates an automobile, a computer and standard office equipment; also operates hand tools and various equipment for inspections.

The employee makes constant contacts with the general public, federal, state and local officials, and other town departments, such as the Building Department, the Public Works Department, Police and Fire Departments, the School Department, inspectors and community agencies. Contacts are in person and by mail, telephone and electronic mail and fax.

The employee has access to department-oriented confidential information, such as law suits, criminal investigations, and confidential medical information.

Errors could result in personal injury, delay or loss of service, property damage, monetary loss and legal repercussions.
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.

Conducts public health inspections including, but not limited to, food establishments, swimming pools and beaches, recreational camps for children, and various retail businesses and operations; enforces state and local public health laws, rules and regulations. Conducts plan review for new and renovated facilities which will be subject to periodic inspection.

Oversees compliance with Title V of state sanitary code relating to septic system design, construction and operation; witnesses percolation tests and soil evaluations; conducts plan review, inspects system installation; maintains records of inspection results; updates computer-based record system.

Investigates complaints relating to public health and environmental concerns, such as environmental tobacco smoke, asbestos, radon, lead paint, hazardous waste, food-borne illnesses, rodents and cockroaches and public health nuisances.

Responsible for the preparation of monthly reports.

Develops and presents educational seminars and packets for permit and license holders and the general public on topics of general or special interest, such as compliance with state laws and board of health requirements on rabies and radon.

Issues burial permits.

Responsible for updating Health Department website and social media accounts, which include creating and sharing educational public health content.

Serves as Animal Inspector.

Performs similar or related work as required, or as situation dictates.

Recommended Minimum Qualifications

Education and Experience
Bachelor’s Degree in public or environmental health or a related field; one to three years of experience in public health or environmental health; or an equivalent combination of education and experience.

Special Requirements
- Valid Massachusetts motor vehicle operator’s license (required)
- Certified in Basic Incident Command System (ICS-100 and 700) (required within 6 months from hiring date)
- Certified Pool Operator (required within 6 months from hiring date)
- Certified Food Protection Manager and Allergen Awareness Certificates (required within 6 months from hiring date)
- Registered Sanitarian (preferred)
• Lead Determinator license (preferred)
• Soil Evaluator license (preferred)

Knowledge, Ability and Skill

Knowledge. Thorough knowledge of all state sanitary codes, public health laws and state environmental codes and laws. Knowledge of the food, housing, and construction industries. Thorough knowledge of current inspection and control procedures and emergency management practices.

Ability. Ability to communicate effectively in oral and written form. Ability to work with inspection personnel, community groups and the general public. Ability to enforce and interpret regulations firmly, tactfully, and impartially.

Skill. Skill in the operation of all the above listed tools and equipment and computer programs and websites. Organizational skills. Excellent customer service skills.

Physical Requirements

Minimal physical effort required when performing functions under typical office conditions. Frequently required to stoop, kneel, crouch or crawl and reach and exert physical effort when conducting field inspections. Sometimes required to move objects weighing up to 60 pounds. Must be able to distinguish colors to perform tests based on color comparison.

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.

RESPOND TO:
Paige A. Eppolito, Assistant Town Administrator/HR Director, 525 Canton Avenue, Milton, MA 02186.

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AN EQUAL OPPORTUNITY EMPLOYER