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## TOWN OF MEDWAY

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### HEALTH AGENT

The Town of Medway seeks qualified candidates for the position of Health Agent. This is a Full Time, 40-hour-per-week position working under the administrative direction of the Town Manager and in accordance with Massachusetts State statutes and local bylaws.

**Minimum Qualifications:**

Candidates should have a bachelor's degree in Public Health, Biology, or related work; five (5) years of experience in public health or comparable private sector work including field experience; Registered Sanitarian certification preferred; valid Massachusetts driver's license; for a full job description, please see the following pages 2-4.

Please send your cover letter and resume electronically to [kbird@townofmedway.org](mailto:kbird@townofmedway.org) or mail them to Human Resource Coordinator, Town Hall, 155 Village Street, Medway MA 02053

**Date of Posting:** July 6, 2022

**Salary:** \$70,000 - \$85,000 DOQ

**Closing Date:** open until filled

## HEALTH AGENT

### DEFINITION

The Health Agent oversees the daily operations of the Board of Health; performs administrative, technical, and inspection work related to enforcement and interpretation of local and State health codes; other related work, as required.

### ESSENTIAL FUNCTIONS

*The essential functions or duties listed below are illustrations of the type of work 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.*

Oversee the daily operations of the department; issue permits.

Inspect restaurants for sanitary compliance; conduct Title V septic inspections; prepare and submit reports.

Conduct sanitary code inspections; ensure water quality for private wells and public beach; inspect summer camps; conduct lead inspections; conduct demolition inspections.

Witness percolation tests and review septic designs.

Investigate and respond to complaints; respond to questions pertaining to septic systems, air quality, water quality, and other public health related issues.

Manage the curbside solid waste and recycling program; oversee operations of the recycling center; ensure the safety, efficiency and cleanliness of the recycling center; monitor recycling and trash tonnage; oversee annual household hazardous waste day.

Coordinate with the DEP and DPH.

Perform similar or related work as required, directed, or situation dictates.

### SUPERVISION

Works under the administrative direction of the Town Administrator, in accordance with State statutes and local bylaws and regulations; duties require the exercise of professional judgment in the interpretation and application of State laws and local regulations to frequently changing conditions and problems and in ensuring compliance.

### SUPERVISORY RESPONSIBILITIES

Supervises one full-time administrative position and approximately five part-time recycling center personnel.

### WORK ENVIRONMENT

Some work is performed in office conditions; other work is performed under varying

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field conditions, with exposure to the hazards associated with construction sites and potential exposure to communicable diseases. The workload is subject to seasonal fluctuations and administrative deadlines; the employee attends Board of Health meetings twice per month; the employee is required to be on call for health-related emergency situations.

The employee operates standard office equipment, medical and inspection equipment, and an automobile.

The employee has contact with the public and other town officials and departments.

The employee has access to personnel files, criminal investigations, legal proceedings and bid documents.

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

#### **RECOMMENDED MINIMUM QUALIFICATIONS**

##### **EDUCATION AND EXPERIENCE**

Bachelor's Degree in public health, biology, or a related field; five years of experience in public health or comparable private sector work, including field experience; or an equivalent combination of education and experience.

##### **ADDITIONAL REQUIREMENTS**

Soil Evaluator certification

Title V Inspector certification

Lead Determinator certification

Wetland certification

Valid Massachusetts motor vehicle operator's license

##### **KNOWLEDGE, ABILITY, AND SKILL**

Knowledge of State health regulations and public health codes; knowledge of Title V and the principles and practices of solid waste disposal and recycling.

Ability to interpret and enforce regulations; ability to maintain complete and accurate inspection records and prepare reports; ability to prioritize and delegate responsibilities; ability to communicate information to the public.

Communication and public relations skills; decision-making skills; computer skills.

##### **PHYSICAL REQUIREMENTS**

Moderate physical effort is required when conducting inspections; the employee is required to stand, walk, sit, speak and hear, operate equipment, climb, reach, bend and lift up to 60 pounds. Vision requirements include the ability to read and analyze documents, use a computer, and operate a motor vehicle.

*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.*