

# CPHS REGIONAL HEALTH AGENT FRCOG

## **Position Purpose:**

Serves as technical consultant to and performs professional code enforcement on behalf of the local Boards of Health that are members of the Cooperative Public Health Service. Enforces MA General Laws for Public Health, including State Sanitary Code, local BOH regulations, and other applicable codes; protects the public health. Performs all other related work as required.

## **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.)*

- Serves as lead Public Health Officer for the Cooperative Public Health Service Towns who are either Comprehensive members or shared services members for community sanitation, food safety or Title 5 and private well services.
- Works in close collaboration with member Boards of Health and responds directly to them while working under their statutory authority.
- Supervises part time health agents.
- Represents the Board of Health to members of the community, including answering questions and responding to requests for inspections.
- Establishes procedures for enforcement of sanitary codes.
- Assists member Boards of Health in identifying and addressing community health needs.
- At the request of member BOHs, drafts, revises, and publicizes local regulations and policies.
- Maintains accurate, complete computerized records of inspections, etc.
- Provides enforcement and education concerning the State Sanitary Codes in such areas as: subsurface sewage disposal, food service establishments, retail food stores, housing, water supply, lead paint surveillance, public health nuisance complaints, inspect and rodent control, swimming pools, bathing beaches, stream pollution, rabies control, family-type campgrounds and recreational camps for children.
- Participates in local emergency planning activities as requested by the BOH.
- Attends training as needed and required for certification to meet the needs of member towns.
- Serves as court liaison for any participating towns including: preparation of related documents, filing complaints, title searches, administrative search warrants, arranging for supporting documentation including reports from other inspectors, structural surveys, etc.; coordinates with participating attorneys and court officials, tracks the progress of a large number of cases at any one time and testifies as an expert witness.
- Serves as backup infectious disease monitor to the Public Health Nurse for all participating towns on the MAVEN system.
- Manages online permitting system for the health district.
- Performs similar or related work as required, directed or as situation dictates.

## **Recommended Minimum Qualifications:**

### **Education, Training and Experience:**

Bachelor's or Master's Degree in Public Health, Environmental Science or similar science. Three to five years' experience in environmental health field with experience in food service inspections, housing inspections, condemnation procedures and court enforcement; or any equivalent combination of education and experience. Possession of a valid motor vehicle operator's license.

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At the end of the first year of employment has two or more of the following certifications: State Licensed Soil Evaluator, Title-5 System Inspector, Lead Determinator, Food Protection Manager and Certified Pool/Spa Operator.

Has the necessary college credits to sit for Certification as a Registered Sanitarian in the first two years of employment.

### **Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of the principles and practices of the Board of Health; and thorough knowledge of public health laws. Thorough knowledge of civil and criminal court proceedings. Working knowledge of computerization and appropriate applications.

*Ability:* Ability to establish and maintain working relationships with the general public, organizations, departments and officials. Ability of leadership, independent judgment, initiative and decision-making. Ability to communicate effectively. Ability to operate standard office equipment.

*Skill:* Excellent planning and organizational skills. Excellent written and verbal communication skills. Proficient computer and budgetary skills; interpersonal and problem-solving skills.

### **Physical Requirements:**

*The physical demands described here 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.*

Regularly required to walk, stand, sit, talk, and hear; use fingers to handle or feel; climb or balance; stoop, kneel, crouch or crawl; reach with hands or arms; taste or smell. Ability to view computer screens and work with details for extended periods of time. May move objects weighing up to 30 pounds, usually less. Must be able to communicate effectively orally and in writing.

### **Supervision:**

*Supervision Scope:* Performs highly responsible work of a complex nature which involves the exercise of independent judgment and initiative in the development and delivery of Public Health services to meet individual and community needs.

*Supervision Received:* Work is performed under the direction of the Director of Community Services.

*Supervision Given:* Supervises part time health agents.

### **Job Environment:**

- Work is performed under varying conditions; spends a portion of work hours outdoors and in the field in restaurants, other businesses and private homes; exposed to loud noise, weather conditions and environmental conditions such as toxins, pollutants and insects. Regularly is required to work outside of normal business hours to perform inspections for special events, attend Board meetings or to respond to emergencies. Six to eight night meetings per month.
- Operates an automobile, power and hand tools, various testing equipment, computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Employee has frequent contact with the general public, town departments, business owners, contractors, consultants, vendors and court officials, and officials at the federal, state and local levels. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.

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- Has access to confidential/sensitive information including CORI and SORI reports, medical forms and private homes.
- Errors could result in adverse public relations, health consequences, and damage to property and equipment, reduction in the level of service and have legal and/or financial repercussions.

*(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.)*