

Cooperative Public Health Service Regional Health Agent

Full Time

Grade:

DEFINITION

Position serves as technical consultant to and performs professional code enforcement of the local Boards of Health that are members of the Cooperative Public Health Service. Responsible for performing highly complex administrative duties. Technical and inspection work in enforcing public health laws and regulations in accordance with local, state and federal law. Interpretation, implementation, and enforcement of the Code of Massachusetts Regulations, Board of Health Regulations, and Massachusetts General Laws pertaining to all aspects of Public Health; all other work as required that is logical to the position.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Witnesses field inspections and re-inspections in compliance with MA laws and sanitary codes (see details in Attachment A below). Prepares reports regarding conditions found, outlining actions taken as well as recommended actions. Communicates findings and regulatory provisions to owners, occupants, property managers and occupants. In consultation with the local Board of Health and the CPHS Program Manager, initiates enforcement proceedings in connection with environmental health violations;
- Issues appropriate permits and licenses. Responsible for the maintenance of public health records and prepares monthly and other reports as requested or required; Uses CPHS inspection and permitting databases.
- Attends all regular and special meetings of the Oversight Board; attends Board of Health meetings as requested.
- Educates community members regarding sanitary procedures, and techniques. Promote community interest and cooperation in environmental sanitation.
- Perform necessary administrative duties and any other tasks the Boards of Health, Oversight Board, or FRCOG may assign.
- May participate, conduct or collaborate in emergency preparedness activities working with the FRCOG's EPP Team and town Emergency Management Directors and public safety departments.

SUPERVISION RECEIVED

Works under direction of the CPHS Program Manager, follows FRCOG personnel and district inspection policies. Performs highly responsible work of a complex nature which involves the exercise of independent judgment and initiative in the delivery of Public Health services to protect individual and community health.

SUPERVISORY RESPONSIBILITY

None

JUDGMENT

Guidelines for performing the work is in the form of FRCOG organizational policies, district inspection policies, general public health principles, state sanitary codes, and public health legislation.

COMPLEXITY

The work consists of employing many different concepts, theories, principles, techniques and practices relating to local public health. Requires knowledge of public health regulations and the ability to read, understand and enforce such regulations.

NATURE AND PURPOSE OF CONTACTS

Meets daily with members of the public during inspections. Meets with municipal officials on behalf of the district, including Town Administrators, Select Boards and Boards of Health. Cooperates with state and municipal inspectors in joint investigations and inspections.

Relationships are with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance. The employee may represent to the public a functional area of the FRCOG on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

CONFIDENTIALITY

Regular access to communicable disease infection information, inspection reports and court documents.

EDUCATION AND EXPERIENCE

Bachelor's degree required. One to three years of related experience, preferably in a municipal health department; or any equivalent combination of education and experience that meets the recommendations of the Special Commission on Local and Regional Health. Possession of a valid motor vehicle license is required. Reliable transportation required.

The following certifications/licenses are necessary to meet this job's requirements, but may be negotiated to be completed within first year of employment:

- Foundations of Local Public Health Course

- MA Lead Determinator
- MA Soils Evaluator
- MA Title 5 Septic System Inspector
- MassPHIT Housing Inspector
- Certified Pool Operator
- Certified Public Water Supply Operator

The following certifications are also required, but if not already possessed may take longer than one year to attain: FDA Standardized Food Inspector and Registered Sanitarian.

WORK ENVIRONMENT

Work in office is under typical climate-controlled conditions, Work in the field includes occasional exposure to inclement weather, dirt, grease or other adverse elements; smoke, fumes, irritating chemicals; working around heavy machinery and its moving parts. Possible exposure to communicable disease. Two to four night time meetings per month, on average.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Work requires physical strength, stamina and agility to move around construction sites or over rough terrain, to stand, sit or stoop for extended periods of time without interruptions, to lift occasionally moderately heavy items (i.e., weights of up to 60 lbs.), to do some stretching to inspect kitchens, housing, soil, or septic systems. . May be required to stand or walk for extended periods of time. Also involves manual dexterity and regular hand and eye coordination to review plans and documents, and ear, eye and hand coordination (operation of motor vehicle) on a regular basis.

Attachment A: Specific MA Sanitary Code Responsibilities:

Housing:

- Conducts housing inspections to ensure compliance with 105 CMR 410.000: State Sanitary Code Chapter II: Minimum Standards of Fitness for Human Habitation. Prepare findings and issue orders to correct violations and orders to vacate to the owners and/or occupants of the dwelling unit. Conducts re-inspections of dwelling units. Works with Town Counsels from member towns to prosecute violators of the State Sanitary Code in Western Division Housing court. Prepares documentation to issue a condemnation order if, in the opinion of the agent, the violations pose an immediate threat to the health, safety and well-being of the occupants of the dwelling unit. Responsible for placarding the dwelling unit as "condemned" and ensuring the occupants are removed from the dwelling unit in a timely manner. Requests additional inspections (i.e. building, plumbing, wiring) when warranted.

Food Establishments:

- Performs regular field inspections of retail food and food service establishments for general construction and cleanliness, wholesomeness of food, proper food preparation procedures, sanitation of dishes and utensils. Communicates the Hazard Analysis Critical Control Point (HACCP) method of food sanitation to food service managers and employees. Conducts joint inspections with personnel from the Massachusetts Department of Public Health's Division of Food and Drugs. Embargoes and/or oversees the destruction of unwholesome or adulterated food product. Investigates all alleged food-borne illness complaints. Works with the district's food service establishment outreach and education efforts. Conducts inspections of temporary and mobile food establishments at fairs and various outdoor events. Must be available to work weekends and evenings for these seasonal events.

Lead Paint:

- Working with the CPHS Program Manager, conducts Lead Paint Determinations in dwellings built before 1978 where a child under the age of six resides. Utilizes sodium sulfide to conduct the determination. Prepares a report of findings and issues an order to correct violations to the owner of the dwelling if dangerous levels of lead are found in the dwelling. Issues cease and desist orders if unlicensed de-leading has occurred in the dwelling. Collects samples of lead dust to submit for laboratory analysis. Tracks the progress of the de-leading on each property and files criminal complaints against those owners who fail to comply with the Lead Poisoning prevention Regulations.

Title 5:

- Must have the ability to review septic system plans for compliance with Title 5 Regulations and issue permits to construct septic systems as well as certificates of compliance upon completion of the installation. Witnesses' percolation tests for the construction, repair or upgrade of septic systems. the Siting, Construction, Inspection, Upgrade and Expansion of On-Site Sewage Treatment and Disposal Systems and for the Transport and Disposal of Septage. Reviews and approves septic system plans. Inspects the installation of septic systems to assure compliance with Title 5. Reviews Septic System Inspection Reports for accuracy and completeness.

Swimming Pools:

- Inspects all public, semi-public, and special purpose pools for compliance with 105 CMR 435.000: Minimum Standards for Swimming Pools (State Sanitary Code: Chapter V). Conducts testing of chemical standards including disinfection, pH, alkalinity. Collects samples to submit for bacteriological analysis. Conducts testing of water clarity utilizing a secchi disk.

Recreational Camps for Children:

- Working with the Public Health Nurses, inspects all Recreational Camps for Children for compliance with 105 CMR 430.000: Minimum Sanitation and Safety Standards for Recreational Camps for Children (State Sanitary Code: Chapter IV).

Tanning:

- Inspect tanning establishments for compliance with 105. CMR 123.000: Tanning Facility Regulations.

Frozen Dessert Regulations:

- Reviews and analyzes monthly bacteriologic testing of certain frozen dessert products.

Tobacco:

- Conducts inspections of licensed tobacco vendors as required by local regulations.

Emergency Beaver Dams/Trapping:

- Works with the CPHS Program Manager and local Conservation Committee as needed to issue permits for trapping of beavers or modifications of beaver dams

Wells and Permitting:

- Permits drilling of wells and reviews analytical reports for portability prior issuing a well certificate