

# Town of West Tisbury, MA

**POSITION:** Assistant Health Agent  
Health

Draft 5/7/2020

**DEPARTMENT:** Board of

## **Position Purpose:**

The purpose of this position is to assist the Health Agent in performing administrative, technical and inspection work in planning and managing the Town's public health program and in enforcing public health laws and regulations. Assistant Health Agent will help oversee the Town's local transfer station, and landfill and acts as the town assistant burial agent. The assistant Health Agent will help in performing the duties of the Animal Inspector and the Water Systems Operator.

## **Supervision:**

*Supervision Scope:* Exercises considerable initiative and independent judgment in the planning, administration and execution of the department's services; works with the Health Agent in formulating decisions regarding department policies, procedures, operations and plans.

*Supervision Received:* Works under the policy direction of the Board of Health and direct supervision of the Health Agent, exercising considerable judgment on the interpretation and application of laws and local regulations to frequently changing conditions and problems.

*Supervision Given:* Supervises None.

## **Job Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Inspection work is performed under varying conditions with frequent exposure to weather conditions and hazards associated with construction sites; potential exposure to communicable diseases, and hazardous waste.

Operates an automobile, computer, hand tools, and general office equipment, such as a calculator, copier, facsimile machine, cell phone, pager and telephone etc.

Makes regular contact with municipal employees, Board members and various municipal departments; makes constant contact with the public and contact with health care professionals and government organizations as well as attorneys, developers, contractors, and outside vendors doing business with the Town. Contact is by telephone, in person and by correspondence.

Employee has access to confidential information such as criminal investigations medical records, and other sensitive department information.

Errors in either technical application of recognized public health inspection procedures or administration could be difficult to detect and may result in inadequate conditions of sanitation and the spread of

contagious diseases, monetary loss, adverse public relations, reduced levels of service, and delay in the provision of services; could have legal and/or financial repercussions for the town.

**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.)*

**Serve in capacity of Health Agent in the absence of the Agent**

Enforces state and local public health laws, rules and regulations.

Investigates and reports cases of diseases that may be dangerous to public health.

**Confers with the Board of Health Agent;** updates concerning ongoing projects and activities and makes recommendations **to the Health Agent** concerning new programs, regulations, or other decisions.

Issues appropriate permits and licenses; handles complaints and investigates alleged nuisances; investigates and initiates corrective measures to eliminate unsanitary living conditions.

Initiates enforcement proceedings in connection with environmental health violations and appears in court as necessary.

**Perform required Inspections as directed by the Health Agent.**

Reviews requests for septic systems and well plans for compliance with applicable laws and by-laws.

Performs duties of a Water Systems Operator **as directed by the Health Agent/Water Operator.**

Responds to inquiries, reports and complaints from the general public; explains regulations and enforcement procedures.

Maintains records and performs general office duties. ~~Prepares and manages department budget.~~

Knowledge or ability to learn and perform the duties of the Assistant Animal Inspector as set forth by the Massachusetts Department of Agriculture Resources Division of Animal Health.

Follows safety procedures according to OSHA.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

**High School Diploma or GED and one to three years of public health related experience; or any equivalent combination of education and experience**

**This is the Health Agent JD requirement**

Associate's Degree in a Health related field; 3+ years as a public health agent with relevant experience in the field or comparable private sector experience; emergency response, chemical and incident command training; or any equivalent combination of education, training and experience. Experience with Data Base software systems and Microsoft Office Suite.

Special Requirements:

Valid MA Driver's license,  
Safe Serve Managers Certificate,  
Certification as a Pool and Spa operator, **must obtain and maintain training for** ICS -700 NIMS and, ICS, 100, 200 in accordance with the Town's emergency management plan.  
Ability to acquire a Massachusetts Water Supply Operations License VSS and Chemical I.

**NOTE: does not include Serves on Town's emergency management team.  
Registered Sanitarian and Certification as a Title 5 Soil Evaluator and Lead Determinator that are in the Agent JD.**

Knowledge, Ability and Skill:

*Knowledge* :~~Thorough~~ knowledge of public and environmental health, federal, state and local laws and regulations.

*Ability*: Ability to analyze problems independently and to arrive at solutions; ability to establish working relationships with contractors, the general public and public officials; ability to plan, coordinate and direct the activities of technical personnel; ability to enforce and interpret regulations firmly and impartially; ability to communicate effectively orally and in writing; ability to operate and manage Town owned public water systems; ability to establish and maintain effective and harmonious working relationships with town officials, the public and members of the community; ability to communicate effectively in written and oral form; ability to prioritize multiple tasks and deal effectively with interruptions; ability to operate standard office equipment.

*Skill*: Skill in detecting code violations and persuading violators to correct them without resorting to legal action. Excellent organizational skills; excellent communication skills both verbally and in writing.

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.*

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk, see or hear. The employee must occasionally lift and/or move up to 60 pounds. This role may have exposure to hazards associated with construction sites and potential exposure to communicable diseases and hazardous waste. Must be able to identify and distinguish color; ability to see peripherally and must be able to judge distances and spatial relationships.

*(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.)*