



TOWN OF MAYNARD
Health Agent
Municipal Services – Public Health Division
Full-time, Non Union position

Summary of Duties

Under the general supervision of the Assistant Town Administrator / Executive Director of Municipal Services, the Health Agent shall assist with carrying out the regulatory and inspectional services programs and activities of the Public Health Division. In accordance with the State Sanitary and Environmental Codes, municipal regulations, and by-laws, performs a variety of inspections designed to ensure enforcement of the codes. The Health Agent will plan, organize, and direct public health programs and services for protection of the public, control of disease, promotion of sanitary living conditions, and protection of the environment from damage and pollution.

Essential Functions

BOH Support

- ◆ Performs all statutory duties as the Agent for the Board of Health.
- ◆ Assists in administering public health programs sponsored by the Board of Health, as directed, such as a flu clinic, COVID-19 vaccination efforts and the local medical reserve corps.
- ◆ Required to attend scheduled Board of Health meetings, post agendas, and document meeting minutes.
- ◆ Represent BOH in court matters regarding state or local sanitary codes.
- ◆ Keeps abreast of changes or trends in public health and advises the Board of Health accordingly.
- ◆ Provides public education materials and assists with public outreach proactively, and during public health emergencies.

Inspections

- ◆ Conducts necessary public health inspections including but not limited to; food establishments, semi-public swimming pools, tanning establishments, dumpsters, septic installations, and general nuisances.
- ◆ Conducts housing inspections for compliance with Article II of the Massachusetts Sanitary Code and issues enforcement orders to responsible parties.
- ◆ Investigates and acts relative to complaints of violations of local and state rules and regulations and conducts general inspections in the interest of protecting the public and environmental health.
- ◆ Drafts report of inspection/order or notice of non-compliance and conducts reinspection. Reports violations to supervisor with recommendations for corrective action.

Administration

- ◆ Creates and maintains programs and procedures for improved methods of record systems to keep track of citizen service requests and complaints.
- ◆ Manages online health permitting system.
- ◆ Develops and administers grant-funded programs.
- ◆ Oversees contract with public nurse vendor.
- ◆ Monitors reports from Massachusetts Mosquito Control project relating to control of mosquito-borne diseases such as West Nile Virus and Eastern Equine Encephalitis.
- ◆ Manages sharps pick up program.

- ◆ Participates in regional and local emergency preparedness programs including preparing for public health emergencies, including potential infectious disease outbreaks due to natural or man-made causes, by participating in the regional coalition in accordance with CDC and MDPH.
- ◆ Performs any other duty as needed to protect the public and environmental health as needed and required by state and local rules, regulations, laws, and bylaws and maintain the confidentiality of information.

QUALIFICATIONS:

A minimum of at least two (2) years of full-time, or equivalent part-time, technical or professional experience in public health or environmental investigation and inspection.

Bachelor's degree from an accredited college in:

- A. Environmental science, or
- B. Public Health, or
- C. A related field

Working knowledge of state and local regulations, codes, and ordinances that apply to public health required.

Certified Pool Operator required, or must obtain certification within the first 12 months of employment.

Licensed Soil Evaluator required, or must obtain licensure within the first 12 months of employment.

Licensed Lead Determinator required, or must obtain licensure within 12 months of employment.

Valid Massachusetts driver's license required.

Strong skills in organization, communication, and writing.

Substitutions

Registration as a Sanitarian by 1) the Massachusetts Board of Registration of Sanitarians or 2) the National Environmental Health Association may be substituted for required experience. Registration strongly preferred.

Working Conditions & Physical Demands

Work is performed in a normal office environment subject to frequent interruptions, not subject to extreme variations of temperature, noise, odors, etc. Operates computer, printer, photocopier, and other basic office equipment. Work requires extended periods of sitting, reaching, typing, and mousing, which requires eye-hand coordination and finger dexterity. May occasionally require lifting and/or moving objects up to 50 pounds. Minimal physical effort required when performing functions under typical office conditions; moderate to strenuous physical effort required periodically in the field. Frequently required to stoop, bend, reach, and smell. Frequently required to move (pull, push, lift or carry) objects weighing up to 50 pounds. Must be able to access all areas of inspection site and to traverse rough or uneven terrain. May spend several hours walking or standing. Must have clear vision and have the ability to identify and distinguish colors. Must have peripheral vision and depth perception.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.