



**Town of Deerfield
Office of the Selectboard
&
Board of Health**

Deerfield Municipal Offices
8 Conway Street
South Deerfield, MA 01373
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**Vacancy Notice
Board of Health Agent**

The Town of Deerfield is accepting applications for a Board of Health Agent. Under direction of the Board of Health, position performs code enforcement activities for food service, wells, septic; coordinates response to health emergencies; budget administration; and other health-related oversight. Excellent communication skills, a valid driver's license, licenses/certifications (or be able to attain) including Soil Evaluator, Lead Determination, Housing Inspector, and Food Safety Inspector a must; paid training provided. Full-time, 35 hour/week, with some nights and weekends required. Benefitted position paid between \$65,000-83,000 annual salary. Job description and application available at www.deerfieldma.us. Send applications, cover letters and résumés to Town Administrator at townadmin@town.deerfield.ma.us or mail/deliver to 8 Conway Street, South Deerfield, MA 01373. No phone calls, please. Review of applications begins immediately; position open until filled. EEO employer.

**TOWN OF DEERFIELD, MA
JOB DESCRIPTION**

Position Title:	Board of Health Agent	Grade Level:	F
Department	Board of Health/Selectboard/Town Administrator	Date:	8/23/2021
Reports to:	Board of Health/Town Administrator	FLSA Status	Non-exempt

DEFINITION

The Health Agent is responsible for the provision of administrative, supervisory, and inspection work in directing the interpretation and enforcement of all applicable federal, and local public health laws, regulations, and codes.

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.

- Enforces federal, state, and local public health laws, rules, and regulations including but not limited to food service establishments, housing, nuisances (air, odor, trash, noise, etc.), swimming pools, bathing beaches, recreational camps for children, lodging houses, and private drinking water wells
- Oversees and participates in the supervision and training of employees engaged in the enforcement of state, federal, and local public health laws and regulations;
- Performs all code enforcement activities and approves permits;
- Conducts public health inspections of all eating and drinking establishments including but not limited to restaurants, retail food stores, motels, schools, public pools, body art establishments, day camps, body art or tanning parlors, etc.;
- Investigates complaints and potential public health infractions such as food borne illnesses; investigates cases of diseases dangerous to the public health, and prepares reports of investigations, and materials for response and possible court action;
- Prepares and assists with filing of court documents in order to bring enforcement cases to conclusion;
- Reviews septic designs and septic as-built plans and enforces the state Title 5 regulations relating to sewerage disposal and conducts witnessing of soil tests, bottom inspections, component inspections, final grading and well inspections; reviews septic designs and septic as-built plans;
- Advises the Board of Health and other town departments, including drafting proposed Board of Health regulations;
- Works in conjunction with the state Department of Environmental protection and the Department of Public health agencies to ensure compliance with state code regulations;
- Prepares and manages the health department operating budget;
- Attends paid training and seminars to maintain knowledge and awareness of public health rules and regulations and to maintain required certifications and licenses;

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conducts housing inspections to ensure compliance with state sanitary code, housing space and use bylaws;

- Performs a variety of related duties as required and assigned.

SUPERVISION RECEIVED

Under administrative direction of the Board of Health and in cooperation with the Town Administrator, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives and budgets and is expected to resolve all conflicts, which arise and coordinate with others as necessary.

SUPERVISION EXERCISED

The employee, as a regular and continuing part of the job, leads other workers in accomplishing assigned work. The employee provides training to new employees; reports to the supervisor on disciplinary problems, performance and training needs of employees; resolves simple, informal complaints of employees and refers others to the supervisor; may approve leave for a few hours or for emergencies.

JUDGMENT AND COMPLEXITY

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, regulations and precedents which may be complex. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

NATURE AND PURPOSE OF CONTACTS

Relationships are with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

The employee has access to confidential information including official personnel files, law suits, criminal records/investigations, client records, and department records, as well as medical and psychological records.

EDUCATION AND EXPERIENCE

Bachelor's degree in public health, public administration or a related field, and 3 to 5 years of related experience; or any equivalent combination of education, certification, training and experience. Ability to acquire credentials (many via online training) as including but not limited

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to Public Health Foundations course within 18 months of hire, Title 5 Soil Evaluator, Title 5 System Inspector, Certified Food Protection Manager Certificate, MA PHIT Housing, MA PHIT Food, Certified Pool Operator within 18 months or so of hire. Class D Drivers license and own vehicle

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge:

Knowledge of local ordinances and state laws and regulations relating to environmental and public health. Knowledge of departmental operations and organizational structure.

Knowledge of technology, software applications, including but not limited to Excel, Word, Access, and GIS.

Abilities:

Ability to enforce and interpret regulations firmly, tactfully, and impartially. Ability to communicate effectively, orally and in writing. Ability to use a computer. Ability to interpret legal documents, including statutes and regulations and building plans. Ability to work with others in a teamwork approach to accomplishing tasks.

Skills:

Excellent planning and organizational skills. Excellent employee relations and customer skills, and ability to handle multiple tasks. Strong interpersonal skills.

WORK ENVIRONMENT

Administrative work is conducted in an office setting. Working conditions involve occasional exposure to elements found in the field, such as work sites, restaurants, businesses, housing units, camps, etc. Must walk property to inspect, construction sites, etc. May be exposed to elements, but work can typically be rescheduled to avoid harsh elements.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills:

When in the field must be able to perform inspections, crouch, bend, walk on a variety of surfaces, both indoors and outdoors.

Motor Skills:

Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills:

Visual demands require routinely reading documents for general understanding and analytical purposes.

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