



Robert Medeiros, Chairman
David Davignon, Clerk
Thomas J. Fortin, Inspector

Joseph Correia, Health Agent

COMMONWEALTH OF MASSACHUSETTS
TOWN of ACUSHNET
PARTING WAYS BUILDING
130 MAIN STREET, ACUSHNET, MA 02743
Office of the
BOARD OF HEALTH

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Wanda Hamer, Senior Clerk
Joann DeMello, Senior Clerk

**ASSISTANT HEALTH AGENT
JOB DESCRIPTION**
(Non-Union Position)

The Assistant Health Agent works directly under the direction of a 3 member elected Board of Health and Health Agent.

The Assistant Health Agent shall also serve as the Soil Conservation Board's Agent and be responsible for their inspections. The Soil Conservation Board is comprised of one member of the Board of Health, Board of Selectmen, Planning Board, Conservation Commission, Fire Chief, Superintendent of Public Works and the Town Administrator. The Soil Conservation Board is responsible for issuing annual permits to P. J. Keating, Inc., a local quarry operation. As the Soil Conservation Board's Agent a major component of this position will be to monitor dust, odor and noises at, and around the quarry.

The Assistant Health Agents responsibilities shall include but are not limited to the following:

Works with and supports the Health Agent in developing plans, policies and programs to address public health needs; enforces state health and sanitary laws, nuisance laws, local by-laws and rules and regulations; inspects housing and occupancies; assists in permitting and inspecting a variety of establishments and uses affecting public health; investigates complaints and adverse health incidents; collaborate with the Massachusetts Department of Health and the Department of Environmental Protection as required to enforce regulations; reviews subsurface disposal systems design plans and inspections for compliance with Title V and local regulations; help plan and conduct health and environmental investigations; help inform and educate the public on public health issues; answers phones and performs various clerical or administrative tasks as necessary.

Preferred qualifications: Bachelor's Degree in environmental science, public health or related field; at least (3) three years of experience working in public health or a related field; must successfully complete and earn certifications from recognized seminars and courses (e.g. soil evaluator, food manager, septic inspection); registered sanitarian preferred; or any equivalent combination of education, training or experience which demonstrates possession of the required knowledge, skills and abilities necessary to perform the essential functions of the job. Consideration given for experience in inspection of soil removal and/or asphalt plant operation relative to dust, odor and noise pollution. Must have excellent customer

service, organizational, and communication skills. Must be flexible with hours. Must have a driver's license. Must successfully pass a comprehensive background check.

Hours: 19 per week

Salary range: \$30,707 - \$32,268

Office Duties

- Interaction with the general public at the front counter
- Review septic system design plans for compliance with Title 5
- Review as built plans for compliance with design plan
- Review well water reports for compliance with drinking water standards
- Review Title 5 inspection reports for compliance with Title 5
- Prepare restaurant inspection reports
- Review subdivision plans
- Review site plans for additions, pools etc.
- Review/ prepare annual BOH budget report
- Prepare report for Annual Town Report

Attendance shall be required at the following meetings:

- Board of Health evening meeting
- Meetings with other Boards, Department Heads and/or Elected Officials as required

Qualifications preferred:

- Registered Sanitarian
- Certified Health Agent
- Massachusetts Certified Soil Evaluator
- Massachusetts Certified Title 5 Inspector
- Massachusetts Certified Food Service Inspector
- Computer Skills

Salary

- \$30,707