

Town of Sherborn Job Description

Form approved by Personnel Board 6/97. Amended and approved by Personnel Board 3/06

JOB TITLE:

Health Agent

DEPARTMENT NAME:

Board of Health

FLSA STATUS:

Exempt: ☐ Non-

Exempt: ☒

Hours worked per week <20

EMPLOYEE TYPE:

(see General By-Laws Personnel Administration Plan for definitions)

Salaried ☐

Regular Full-Time ☐

Regular Part-Time ☐

Supplemental Part-Time ☒

Casual Part-Time ☐

Temporary ☐

REPORTS DIRECTLY TO (INDICATE JOB TITLE):

Board of Health Administrator for day-to-day operations /
Elected Board of Health (per MGL c.111, s.27)

I. JOB SUMMARY - Briefly describe the primary function of this job.

The Health Agent reviews all applications that come before the Board, interpreting and enforcing state and local laws, rules, and regulations pertaining to public health and sanitation firmly, tactfully, and impartially. The Agent attends approximately 24 evening meetings per year to support and make recommendations to the Board on applications, waiver requests, and submittals.

The Agent performs varied duties requiring considerable judgment in the interpretation and application of laws and local regulations to frequently changing conditions and problems (see attached for more detail).

II. JOB DUTIES - List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty. Include any essential or important physical demands that are required to complete each of these duties. Use separate sheet if necessary.

1. Enforce Title 5 of the State Environmental Code, 310 CMR 15.00, Minimum Requirements for the subsurface disposal of sewage, and the Board of Health regulations related to subsurface disposal of sewage.

2. Review site suitability through soil evaluations and groundwater determinations for information on the design of onsite soil absorption systems (requires soil evaluator certification).

3. Review proposed plans for new and replacement subsurface sewage disposal systems for compliance with State and local regulations.

4. Review well location plans for compliance with State and local regulations. Approve, in emergency situations, well location plans.

5. Witness pump tests for quantity requirements per local regulations. Review and approve water quality analysis reports to determine compliance with local regulations.

6. Review building permit applications to determine compliance with State and local codes with respect to onsite sewage disposal design flow. Review "preliminary" building proposals with architect/homeowner/builder/engineer to determine compliance with State and local codes with respect to onsite sewage disposal design flow, and advise if submittal would require upgrade to existing onsite subsurface sewage disposal system and/or a change to the current well location.

7. Review monthly public water supply analysis reports and other communication related to PWS matters (such as corrosion, PFAS, etc.). Work in cooperation with MassDEP on enforcement issues related to public water supplies. Investigate complaints received from state agencies (MassDEP/DPH). Investigate complaints received from residents, at the discretion of the Board of Health (manure, odor, etc.).

8. Enforce chapter VII of the State Sanitary Code, Minimum Standards for Bathing Beaches, 105CMR 445.000. Enforcement includes recommendation to Board of Health on issuance of annual license(s) after review of drinking water quality and initial beach inspection. Additional inspections conducted throughout the swimming season. Enforce the requirements to prohibit swimming in water that fails to meet prescribed standards for bathing per 105CMR 445.10(3).
9. Enforce Chapter II of the State Sanitary Code: Minimum Standards of Fitness for Human Habitation, MGL Ch. 111, ss. 127A and 127B: 105 CMR 410.000. This includes inspecting dwellings for compliance with the minimum standards, issuing orders, and instituting court proceedings, if necessary, to enforce such orders.
10. Enforce the state Lead Poisoning Prevention regulations MGL Ch. 111, s 198: 105 CMR 460.000, including being licensed as a lead determinator.
11. Investigate complaints, conduct inspections, and make determinations on public health issues caused by flooding from beaver activity per MGL Ch. 131, s. 80A and issue Emergency 10-Day Beaver or Muskrat Permits as warranted.
12. Review with technical and planning personnel on projects including growth and land management related to public health incentives, building proposals and permits, and plan coordination of review by various development departmental personnel and administrative staff. Review for, and assist the Board of Health in, the approval or disapproval of preliminary and definitive plans for the subdivision of land MGL C 41, s 81s-81V including 40B reviews and local code requirements.
13. Maintain required certifications/registrations.

III. EDUCATION, TRAINING & EXPERIENCE - Describe the minimum level of education, training, and experience, as well as any special skills or certifications, which are required to competently perform the duties of this job.

Bachelor's Degree in Public Health or related field preferred; Master's Degree in Public Health desirable; state registration as a Registered Sanitarian and Licensed Soil Evaluator required. Minimum 2 years' experience as a health agent or sanitarian in a public health department or Board of Health required, or any equivalent combination of training, education, and experience.

Other qualifications may include: licensed Title 5 Inspector, Certified Health Officer, Food Safety Inspector, and Lead Determinator. A thorough knowledge of codes and laws relevant to public health conditions is necessary.

Errors could endanger public health and safety and could result in inadequate conditions of sanitation and serious environmental damage.

IV. COMMUNICATIONS & CONTACTS - List the jobs, external departments or organization with which the job has the most frequent contact. Describe the purpose and frequency of the contacts (*Do not include supervisors and subordinates*).

<u>Contact</u>	<u>Purpose</u>	<u>Frequency</u>
Design Engineers/Registered Sanitarians	Schedule testing, review plans	Often
Residents/Architects/Contractor	Building Plan reviews	Often
Bldg. Inspections/Cons. Agent/Planner	Review Septic or Well Plans	Regularly
Septic System Installers	Pre-Construction Plan Review, Inspections	Regularly
BOH Administrative Assistant	Share information/answer questions	Frequent
Other town departments	Share information/answer questions	As needed

V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES - Describe the function(s) over which this job has direct accountability and authority.

N/A

VI. WORK ENVIRONMENT: Describe the workplace environment e.g. office, outdoors, night work, and any equipment usage requirements.

The majority of the work is performed in the field witnessing soil testing, perc tests, well pump tests, in-progress septic system inspections and final inspections (including house inspections) prior to a final sign off on a Certificate of Compliance. The Health Agent will schedule specific hours to meet with residents, contractors, vendors, or other Department Heads in the office as needed.

VII. REPORTING RELATIONS – Attach and organizational chart if possible indicating where this job fits in the department's operations.

Reports to the Board of Health Administrator and the Board of Health

The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUPERVISOR'S/MANAGER'S SIGNATURE:

DATE:

12-11-2023

TOWN ADMINISTRATORS SIGNATURE:

DATE:

12/18/23

PERSONNEL BOARD SIGNATURE

DATE:

12/18/23

COMMENTS: Approved: 12/8/2023