

**Town of Natick
Job Description**

Position Title:	Environmental Health Agent	Grade Level:	3
Department	Public Health	FLSA Status	Exempt
Reports to:	Director of Public Health		

Statement of Duties: The employee enforces a variety of federal, state, and local environmental sanitary and health regulations, state and local permit and licensure requirements, specific legal mandates, and other rules, regulations, by-laws and advisory requirements.

Supervision Required: The employee works under the direction of the Director of Public Health.

Supervisory Responsibility: This normally is not a supervisory position but may be required to direct work assignments to the Sanitarian, consultants and interns or to pass on assignments as directed by the Director of Public.

Accountability: The employee is responsible to carry out the regulations, policies and procedures governed under the Commonwealth of Massachusetts, Town of Natick and the Board of Health; must follow the Code of Ethics and guidelines set under the Conflict of Interest Laws.

Judgment: Most decisions are to be carried out by following public health codes and regulations but the employee may often be required to make a judgment based on best practices and professional judgment when dealing with in-office visitors or during field inspections.

Complexity: The employee must possess knowledge of the pertinent public health laws, codes and regulations, must be familiar with proper procedures and processes of conducting inspections and enforcement **procedures** when required, possess good writing skills, must have excellent social and communication skills, keep up with the continuous changes in the laws, **codes, and regulations**, possess good computer skills and have the ability to adapt to any situation and educate constituents of policies and procedures.

Confidentiality: Most of the work produced by the employee is considered public record but on occasion there may be the need to protect the identity of individuals or patients when conducting nuisance, housing complaint investigations, food-borne related investigations or when the need to apply the HIPPPA law with medical information.

Work Environment: Work is performed in many different environments ranging from inside to outside settings including but limited to business establishments to hazardous waste sites, frequently having to traverse rough terrain to carry out inspections. Potential and actual health risks have to be encountered and the employee must utilize all the necessary precautions. The employee may encounter irate or hostile persons and must possess the ability to diffuse the situation while convincing those persons of the need for compliance.

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Nature and Purpose of Contacts: Contacts are numerous and varied, such as: the general public for information, education or compliance purposes; engineers, architects, designers for plan review and permit approval; contractors for general construction or certificate of occupancy approval; installers for septic system construction; business owners for compliance inspections of food establishments, swimming pools, day camps, etc.; other town, state or federal officials for various purposes; tenants and landlords for sanitary housing inspections and numerous English-as-a-second-language speaking individuals during certain inspection settings.

Occupational Risks: Risks include possible exposure to communicable diseases and environmental hazards; exposure to hazardous materials, rodents, insects **and pests** such as ticks **and mosquitoes** during field work for septic systems; rough terrain and construction sites; squalor during housing/hoarding inspections, burns and sharp objects during food establishment inspections; and extreme weather conditions.

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.

- Inspect and evaluate health risks in food establishments in town including restaurants, mobile food vendors, retail food, bakeries, school cafeterias, catering establishments, farmers market, nursing homes, hospital, day cares, temporary food establishments, and food manufacturing facilities for compliance with applicable laws, regulations, and ordinances. Perform plan review of all types of food establishments. May issue fines, schedule administrative hearings or request temporary or emergency closure in accordance with applicable laws or established policies and procedures.
- Conduct inspections of hotels, motels, **recreational** camps for children, ~~health clubs~~, ice skating rinks, public and semi-public swimming pools, public bathing beaches, tanning facilities and nuisance complaints. Conduct and interpret indoor air and water quality tests.
- Review plans for construction and renovation of public and semi-public swimming pools, restaurants, and retail markets. Inspect, review, and approve plans for private sewage disposal systems for Title V compliance. Review plans regarding irrigation and other wells for compliance with established regulations.
- Review plans for the construction of residential pools, inspects sites during pools construction, conduct occupancy inspections as part of the Town's certificate of occupancy process.
- Investigate and follow through on environmental health complaints received by citizens, businesses, other Town departments and the Board of Health.

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- Inspect and evaluate housing facilities including tenant occupied and single family dwellings, lodging houses, and inns for conformance to Chapter II of the State Sanitary Code: Minimum Standards of Fitness for Human Habitation including enforcement of the Childhood Lead Paint Poisoning Prevention law (CLPPP) when applicable.
- Assess health risks and conduct inspections pertaining to off-street drainage, subdivision control, solid waste, noise, water, vector control, and air pollution when directed.
- Serve as Agent of the Board of Health to issue burial permits. Assist in enforcement of tobacco regulation.
- Act as a Liaison and represent the department on committees or at meetings at the request of the Director of Public Health.
- Represent the Town by preparing cases for court and perform other environmental health functions as requested by the Director of Health. Attend and present reports to the Board of Health at monthly meetings when requested.
- Issue correspondence, letters and orders of compliance relative to the environmental health field with input and advice of the Director in complex cases.
- Employee functions independently within broad scope of established regulatory and Board of Health requirements; referring specific problems to the Director of Public Health when legal action is required.
- **Develop policies and procedures as directed by the Director of Public Health.**
- Attend training and education sessions in order to keep up with the ever changing public health laws and procedures.
- Possess working knowledge of the Emergency Preparedness process and partake in the required training, certifications and collaboration within the Town of Natick Local Emergency Plan.

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- A Baccalaureate Degree in Environmental Health, Biology, Earth Sciences or related field from an accredited four (4) year college or university.

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- Work requires **a minimum of three (3)** or more years of experience in regulatory enforcement related functions, sanitation and environmental health fields.
- Must be a Registered Sanitarian (RS) in the Commonwealth of Massachusetts or other recognized jurisdiction, a nationally Registered Environmental Health Specialist (REHS) or academically qualified to take and pass the Registered Sanitarian examination **within one year of hire**.
- Must maintain Continuing Education Units (CEU) in order to retain required certifications to perform the duties of the position.
- Must possess a valid Massachusetts Motor Vehicle Operator's license.
- Must possess ~~or obtain within one year of hire~~, a food management sanitation certification, lead determination certificate, certified soil evaluator and Certified Pool Operator **or obtain within one year of hire**.

Knowledge, Abilities and Skill

Knowledge:

- Working knowledge of pertinent federal, state, and local laws and regulations governing public health.

Abilities:

- To work independently and be entrusted to carry out the duties of the position.

Skill:

- The ability to adapt to any situation and possess the necessary communication and judgment skills to reinforce the policies, procedures and regulations set forth by the Town, the Health Department and the applicable laws governed by the Commonwealth of Massachusetts.
- Possess good computer/electronic skills.

Physical and Mental 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 position's essential functions.

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Physical Skills:

- A combination of office and field work. Field conditions may include a variety of settings such as indoor and outdoor pools, open fields, restaurants, markets, houses, basements, construction sites, dumpsites, etc.
- Travel by car within Town and neighboring communities.
- Must be able to climb stairs, bend, kneel, etc. during the course of conducting inspections and taking samples. There may be extended periods of standing and walking on various terrain and surfaces and carrying of field testing equipment.

Motor Skills:

- Properly fill out inspection forms and write clear and neat, stand for long periods of time and ability to maneuver in various conditions and settings to perform field inspections.

Visual Skills:

- Observe and assess visuals quickly and completely in order to perform thorough inspections

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.