

**POSITION TITLE** Board of Health Agent

Town of Chilmark  
Approved by HRBC 1/9/24

**GENERAL DESCRIPTION OF DUTIES** Position performs administrative, technical, clerical, inspection work for the Board of Health. Health Agent acts as the town burial agent. Responsible for the day-to-day activities of the Department and Administers and enforces federal, state and local public health laws, rules and regulations in accordance with respective status, regulations and policies.

**SUPERVISION**

**Supervision Scope** Exercises considerable initiative and independent judgement in the planning, administration and execution of the department's services; works independently in formulating decisions regarding department policies, procedures, operations and plans.

**Supervision Given** At the direction of the BOH oversees BOH contracted personnel.

**Supervision Received** Works under the policy direction of the Board of Health, exercising considerable judgment on the interpretation and application of laws and local regulations and frequently changing conditions and problems. The Board of Health through its Chairperson directs the technical work of Health Agent to achieve the goals of the Department.

**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 of the work is similar, related, or a logical assignment to the position.

- Participates in and represent the Town in regional efforts related to public health initiatives
- Monitors, responds and tracks residents and situations that are in need of human service programs and delivery of services related to health and human services
- Collects cyanobacteria water samples, shares any concerning results with public/posts on the website
- Assists in developing department goals and develop plans to achieve them
- Prepares and manages department budgets
- Works in coordination with State agencies as directed the Board engineering consultant and with the Executive Secretary's approval consult with the Town Counsel
- Assists the Town Hall in general answering phone, questions from walk in public and assist the public when other departments are not available
- Other duties as assigned by the Chairman of the Board or the Executive Secretary in coordination with the Chairman
- Educates self in Massachusetts General Laws and Code of Massachusetts Regulations (CMR) and other sources as they pertain to the Boards practices and procedures; review change in requirements by Federal, State, and local laws
- Participate in continuing education through classes and conferences as determined by the Board and in coordination with the Board of Selectmen
- Serves the public courteously and responsibly

### **ADMINISTRATIVE DUTIES**

- Maintains files, organizes appointments and meetings, prepares meeting minutes and attends all meetings of the Board and its subcommittees as necessary
- Informs the Board of Health activities, progress and problems; make recommendations for Board action; facilitate the Board decision-making process
- Serves as the Board's point of contact with the public and other agencies
- Prepares all Board correspondence in a timely manner for Board review, approval, and distribution
- Processes all mail, process receipts for payment to the Town Treasurer; and prepare billing review for the Board
- Assists the public with the filing procedures, rule interpretation, and Board questions; as well as with research and educational materials to the Board and general public use
- Maintains Board of Health records on septic systems, wells, food establishments, and other topics within its jurisdiction; maintain accurate hardcopy records

### **INSPECTOR DUTIES**

- Investigates complaints and violations; including but not limited to housing, food, septic systems, wells, hazardous waste, oil spills, and air quality in coordination with other agencies; enforce corrective actions when appropriate
- Issues permits as directed by the Board
- Performs inspection of permit holders; including but not limited to commercial food establishments; residential kitchens preparing food for sale, semi-public swimming pools, summer camps, observe percolation tests, and septic systems; verify engineer's inspections
- Investigates and reports foodborne illness, communicable diseases and other diseases, that may be dangerous to public health to the appropriate agency as required by the Board, state agencies or regulations
- Participates in emergency management planning and response. Cooperate with other departments, island agencies, and state officials
- Participates in planning, delivery, and coordination of public health services as appropriate
- Prepares Requests for Proposals (RFP) as necessary
- Oversees contract employees, public health nurse, contract food inspector, public water systems operator

These duties shall be performed appropriately to represent the decision and policies of the Board and of the Town, and with respect and confidentiality of the applicants, permit holders, public, and the Board as required by the State, Federal, and local laws.

### **EDUCATION AND EXPERIENCE**

Associates' degree in Health or Science related field; three years of related experience, preferably in a municipality; or any equivalent combination of education and experience. Must have a valid MA driver's license and registered vehicle for use.

The following licenses are preferred: Certified Soil Evaluator, Food Protection Manager, and Septic System Inspector.

Completion of the above courses is required within one year of employment.

The candidate must be able to pass a CORI check as defined by the designated CORI officer in the Town of Chilmark.

### **KNOWLEDGE, ABILITY, AND SKILLS**

- Knowledge of Town by-laws and practices as they relate to the responsibilities of the Board or the ability to learn **them in six months' time**
- Ability to work with little day to day supervision
- Ability to interpret construction and engineering plans
- Ability to communicate professionally with Town employees, state and local officials, and the general public
- Ability to perform complex clerical operations
- Strong skills in general office automations: work processing, spread sheets, and database
- Respect the privacy of co-workers and the public served

### **JUDGMENT**

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 and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

### **COMPLEXITY**

The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements.

### **NATURE AND PURPOSE OF CONTACTS**

Relationships are constantly with co-workers, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority 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**

Incumbent has access at the departmental level to a variety of sensitive and confidential information, particularly as it relates to human service and illness.

### **WORK ENVIRONMENT**

Working conditions involve occasional exposure to elements found in the field, such as work sites, walking property to inspect, construction sites, etc. Incumbent may be required to work beyond normal business hours in response to emergency situations or to attend evening meetings.

**PHYSICAL, MOTOR, AND VISUAL SKILLS**

**Physical Skills**

The work involves sitting, standing, walking and stooping. May be occasionally required to lift or slide up to fifty (50) pounds objects such as files, boxes of papers, office supplies, and office equipment. When working in the field, must be able to traverse various topographies, lift manhole covers and exert physical effort to conduct inspection tasks.

**Motor Skills**

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, computers, handheld technology, tools and equipment.

**Visual Skills**

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

Grade Level and Time Requirements:

Grade TBD                      40 Hours per week

Approved by: Personnel Board:

V. Chairperson: Donald P. Cogsd                      Date: 1-10-24

Approved by: Board of Selectmen:

Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_