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| **Position Title:** | Public Health Agent | **Grade Level:** | 4 |
| **Department** | Health Department | **Date:** | 09/26/23 |
| **Reports to:** | Town Administrator | **FLSA Status** | Exempt |

**Statement of Duties**: The Public Health Agent is responsible for the operational oversight of the Health Department, including but not limited to operations, grants, and programs, and reviews the work of consultants. The Public Health Agent attends meetings and is responsible for follow-up correspondence and enforcement. The employee is required to perform all similar or related duties.

**Supervision Required:** Under the daily management direction of the Town Administrator and the policy direction of the Board of Health; the Public Health Agent works in accordance with municipal policies and objectives and in accordance with local, state, and federal regulations and laws. The employee is required to establish short and long-range department plans and objectives for a key department of the Town. The Public Health Agent assumes direct accountability for department results. Consults with the Board of Health and the Town Administrator where clarification, interpretation, or exception to municipal policy may be required. The employee exercises responsibility in the development of department operating and capital budgets. The employee is expected to resolve all conflicts which arise and coordinate with others as necessary.

**Supervisory Responsibility:** The Public Health Agent, as a regular and continuing part of the job, is a department head. Supervisory Responsibilities include but are not limited to: Direct supervision of the Public Health Nurse, direct supervision of the Board of Health expense budget and purchasing expenditures; planning, scheduling, coordinating and oversight of contracted grant employees; technical oversight of all Board of Health programs and clinics and direct supervisory responsible for all volunteers, contractors or per diem/part-time staff employed or working under the Town of Dudley’s Board of Health.

**Confidentiality:** In accordance with the State Public Records Law, the employee has regular access at the departmental level to a wide variety of confidential information, including official personnel records, or client and department records.

**Accountability:** Duties include department level responsibility for technical processes, service delivery and fiscal responsibility for the department including staffing. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations, cause adverse public relations, personal injury, extensive loss of municipal revenue and legal repercussions to the Town.

**Judgment:** Work is performed based on administrative or municipal policies, general principles, legislation, or health and safety laws and directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches to accomplish objectives and/or to deal with new or unusual requirements within the limits of established guidelines, practices, or policies. The employee is recognized as the department or functional area’s authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

**Complexity:** The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to the Health Department operations. Assignments typically involve evaluation and interpretation of factors, conditions, or unusual circumstances; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

**Work Environment:** The work environment involves everyday discomforts typical of a municipal office setting with exposure to outside elements such as traffic and adverse weather conditions when conducting field inspections. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours in order to attend evening meetings and/or to conduct field inspections.

**Nature and Purpose of Public Contact:** The Public Health Agent has constant interaction with co-workers, the public, groups, and/or individuals such as civic leaders, peers from other municipalities, representatives of professional groups and the news media. The employee serves as a recognized authority of the department in matters of considerable importance, including departmental practices, procedures, regulations, or guidelines. The employee is required to discuss controversial matters where tact is required to attempt to obtain cooperation.

**Occupational Risk:** Duties of the job present little potential for injury. Risk exposure is similar to that found in a municipal office setting. The employee is exposed to occupational risks when required to conduct field inspections at construction sites or over rough terrain.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various types 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.*

Responsible for conducting inspections and site evaluations; as-built, application and relevant document reviews including preparation of detailed inspection reports.

Planning, organization, scheduling and supervision of all Board of Health volunteers and contractors.

Filing for, acquiring and administering public health and safety grants

Aid and assist, upon request, any other town department as same pertains to public health.

Serve as required by the Emergency Management Director as a member of town’s Emergency Management team.

Serve as the Town’s primary liaison with Dudley Public Schools, Nichols College, Dudley Housing Authority, Council on Aging, Dudley Senior Center and the Massachusetts Department of Public Health related to community health needs.

Acts as technical advisor to the Dudley Board of Health.

Available as essential personnel when directed by Town Administrator.

Advise the Board of Health, Borad of Selectmen and Town Administrator on the public health implications of public policy initiatives, including but not limited to, opioid and substance abuse issues, housing conditions, et al.

The supervision of all nursing services and public health clinics, including volunteer health workers.

Responsible for the enforcement of federal, state, and local regulations pertaining to public health and safety, and environmental protection including but not limited to Title 5 State Environmental Code, State and Federal Food Code, State Sanitary Code, Minimum Standards for Bathing Beaches, Tobacco Control Regulations, Private Well Regulations, Body Art Regulations, State Swimming Pool Regulations, Tanning Facility Regulations, and the State Housing Code.

Represents the Town/Board of Health on and attends State, County and Local Boards and Committees.

Performs on-call duty in conjunction with emergency response, communicable disease, public health hazards, rabies response and other health-related issues.

Prepares reports and conducts complaint investigations and prepares enforcement orders, correction letters, certificates of compliance, and support documents for possible action by the Town’s Board of Health or the courts.

Develops, implements, and exercises emergency response plans in accordance with the Town's Emergency Management Director and the Department of Public Health.

Investigate reports of infectious/communicable disease, food borne illness and enforces Isolation and Quarantine in conjunction with the Public Health Nurse.

Is certified and serves as the Town’s Animal Inspector and Barn Inspector, conducts inspections as required, advises the Animal Control Officer as required and provides for oversight of rabies control in the local domestic animal population.

Drafts and revises local public health regulations and operating practices and routinely communicates with all town departments as well as state and federal regulatory agencies as necessary.

Attends work-related training programs and seminars as required in order to maintain certifications and licenses as required by the Town and/or the State as well as to stay abreast of changes in the provision of public health services, techniques, and laws.

**Recommended Minimum Qualifications:**

**Education and Experience:** Bachelor's Degree in Public Health or a related field; a minimum of three (3) years of related work 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.

**Special Requirements:** Position requires the employee to have a valid Class D Motor Vehicle Operator’s license; Preferred to be a Registered Environmental Health Specialist / Registered Sanitarian REHS / RS credentials. Must be a certified Soil Evaluator / Inspector, Food Protection Manager. As a condition of employment, the employee must be CORI certified.

**Knowledge, Abilities and Skill**

**Knowledge**: Working knowledge of the principles and practices of public health, and applicable federal, state, and local codes, laws, regulations, and by-laws pertaining to public health and safety and environmental protection. Knowledge of communicable disease control and investigation. Knowledge of environmental protection, and water protection.

**Abilities:** Prepare, and administer budgets, policies, and procedures. Ability to interpret and enforce regulations or laws in an impartial manner and to deal with disgruntled members of the public in a tactful manner; ability to conduct thorough inspections, read and interpret building construction plans or blueprints; ability to prioritize work, and to perform multiple tasks in a detailed, organized, and timely manner.

**Skill:** Proficient written and oral communication skills, attention to detail, and computer skills are required.

**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.*

**Physical Demands:** Work requires some agility and physical strength, such as moving in or about field sites or over rough terrain when conducting field inspections, standing, or walking most of the work period. The employee is required to lift department office equipment and supplies.

**Motor Skills:** Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination in order to stretch, reach, or retrieve department materials. Examples include but are not limited to operating a motor vehicle or a personal computer.

**Visual/Auditory Skills:** The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

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