

TOWN OF WAYLAND POSITION DESCRIPTION

Title:	Sanitarian/Health Agent
Department:	Public Health
Appointing Authority:	Board of Health
Affiliation:	AFSCME
Grade:	G-6
Personnel Board Approved:	4/27/99
Personnel Board Revised:	5/4/15

Summary of Duties

Inspection and technical work in the enforcement and interpretation of applicable Town regulations and State codes relating to sanitation, public health and environmental health; all other related work as required.

Supervision Received

Works under the general direction of the Public Health Director.

Performs highly responsible work of a complex and technical nature which involves the exercise of judgment and initiative to ensure the enforcement of applicable codes and regulations to frequently changing conditions and problems.

Supervision Exercised

Indirectly oversees the work performed by construction crews in the construction of subsurface sewage disposal systems.

Job Environment

Majority of work is performed in the field, with exposure to weather conditions and extremes, toxic or caustic chemicals, gasses or fumes, and with potential exposure to communicable diseases and unsanitary conditions. Occasionally required to attend night meetings.

Operates hand tools, standard office machines, including computer, telephone, copier, etc.; operates an automobile; operates various equipment, such as hand level, probe thermometer, sight level.

Makes constant contact with the general public, answering questions on public health issues. Makes frequent contacts with Town officials and septic design engineers; makes

occasional contact with State and local health officials, environmental officials, property owners, tenants, operators and managers of establishments handling food products. Contact is made orally and in writing.

Has access to Department-oriented confidential and personal information concerning citizens and local businesses.

Errors could be costly in terms of inadequate standards of public health and sanitation, and could result in personal injury to others, damage to buildings and equipment, and have legal and financial repercussions for the Town.

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.

Ensures compliance with Title 5 of the Massachusetts Environmental Code by: conducting site assessment for subsurface sewage disposal, including Title 5 soil evaluation; reviewing proposed septic system plans; issuing disposal work construction permits; inspecting septic system installation; reviewing "as-built" drawings for installations and issuing Certificates of Compliance; reviews all Title 5 septic system inspection reports for inspections conducted for property transfer.

Conducts individual meetings with citizens regarding a variety of Title 5 issues, including inspections at the time of transfer, upgrade of failing septic systems, proposed alterations and additions to existing buildings.

Conducts necessary public health inspections including retail food stores, restaurants, mobile food service vehicles, bakeries, motels, inns, swimming pools, funeral homes, bathing beaches, nursing homes, Transfer Station, and public schools.

Conducts housing inspections for compliance with Article II of the Massachusetts Sanitary Code, drafts enforcement orders to responsible parties and assists with necessary legal action.

Reviews building permit proposals in relation to the existing septic system. This may involve field research and plan analysis to determine the impact on the existing septic system.

Reviews all proposed subdivision plans.

Reviews homeowners' project plans in conjunction with stated deadlines; decisions necessitating compliance with established regulations may adversely impact plan designs and project costs.

Responds to complaints regarding trash, sewage breakout, hazardous waste and other potential public health infractions. Prepares reports of investigations, drafts enforcement orders, and prepares materials for possible court action.

Performs on-call duty in conjunction with fires that may involve hazardous waste, retail food establishments, food services, communicable diseases and other health-related issues.

Assists in developing proposed new by-laws and regulations dealing with environmental and public health concerns, develops policy for staff, sewage installers, private engineers and sewage pumpers.

Investigates reports of communicable diseases and conducts necessary follow-up action.

When so authorized, acts for, and in the absence of, the Public Health Director.

Prepares required reports to ensure that the Board of Health has sufficient documentation and assists in maintaining Department files and information.

Attends professional meetings and keeps abreast of new developments in the fields of environmental and public health.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications

Education:

Bachelor's Degree in Public Health or a related field with emphasis on environmental health.

Experience:

Over 2 years of technical or professional experience in the field of environmental sanitation or health inspection.

Licenses/Certificates:

Registration as a Sanitarian by the Massachusetts Board of Registration of Sanitarians.

Licensed MA Soil Evaluator preferred.

Must possess a valid driver's license to operate a motor vehicle.

Knowledge, Abilities and Skills:

Thorough knowledge of State Environmental Code and State Sanitary Code and working knowledge of other laws, rules and regulations pertaining to public health and sanitation.

Working knowledge of environmental and public health principles, practices, procedures and techniques.

Knowledge and expertise of new developments in the fields of environmental and public health.

Ability to enforce and interpret regulations firmly, tactfully, and impartially.

Ability to work with contractors, groups and the general public.

Ability to operate a motor vehicle.

Ability to communicate effectively, orally and in writing.

Ability to maintain complete and accurate inspection records and to prepare reports.

User knowledge of personal computers and Windows-based software programs; skill and ability to operate a personal computer and a variety of office equipment.

Ability to organize projects, accomplish tasks and meet deadlines.

Ability to maintain the confidentiality of information.

Skill in operating standard office equipment and hand tools, including measuring tape, hand level, probe thermometer, stem thermometer and sight levels.

Physical Requirements

Minimal physical effort required when performing functions under typical office conditions. Moderate physical effort required periodically in the field. Traverses undeveloped terrain. Frequently required to stoop, kneel, crouch or crawl. Must be able to access all areas of inspection site. May spend several hours walking or standing. Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Occasionally lifts items weighing up to **30** pounds. Must have accurate vision ~~at long distance~~. Ability to operate a keyboard ~~at efficient speed~~.

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.