TOWN OF HARWICH

JOB POSTING

UNION: Harwich Employees Association

POSITION: Senior Health Agent

GRADE: 11

PAY GRADE: $33.32-41.37/hour (FY24)

CATEGORY: Full Time (35 hours/week, benefitted)

**Summary**

Provides a high level of technical assistance to the department head in carrying out a variety of environmental and public health programs to include inspections and monitoring responsibilities. Acts for and in the absence of the Health Director in delegated areas of responsibility.

**Essential Functions**

1. Enforces state sanitary codes; performs site inspections of swimming pools for conformance to regulations; witnesses soil tests and percolation tests to determine suitability for sewage disposal systems; inspects installation and repair of septic systems; reviews design specifications for Health Director approval; files Inspection results for Health Director’s approval.
2. Enforces state and local public health laws, rules and regulations, investigates and reports cases of disease dangerous to public health; informs Health Director of results.
3. Investigates alleged nuisances; investigates and initiates corrective measures to eliminate unsanitary living conditions; assists with preparation for legal cases.
4. Maintains accurate records of inspections; prepares reports; reviews data with Health Director.
5. Keeps abreast of developments in environmental and public health by reading professional journals and attending meetings.
6. Acts for and in the absence of the Health Director in delegated areas of responsibility.

**Education and Experience**

Must hold a bachelor's degree from an accredited college or university in environmental or public health, or related field, plus not less than two years of progressively responsible work in environmental or public health field, or the equivalent of experience. Must be in good physical health, and be able to demonstrate possession of the required knowledge, skills and abilities to perform the required work.

**Certifications and/or Licenses**

Candidate must be a registered sanitarian in Massachusetts or able to obtain registration within one year. Candidate must possess or be eligible to gain certification as a Massachusetts soil evaluator. Possess or be able to obtain a valid Massachusetts motor vehicle operator's license.

**Knowledge, Skills and Abilities**

A candidate for this position should have:

* Considerable knowledge of federal, state and local laws and codes relating to environmental and public health issues. Considerable knowledge of environmental and public health principles, practices and procedures;
* Working knowledge of town government operations;
* Ability to conduct investigations and inspections, and prepare necessary reports;
* Ability to understand and explain applicable laws and regulation relating to environmental and public health matters;
* Ability to receive and carry out instructions and directions of supervisor;
* Ability to communicate effectively with others, both orally and in writing, and
* Skill in the use of tact and diplomacy in dealing with others.

Full job description attached.

Submit Town Employment Application, resume and cover letter to the Assistant Town Administrator, 732 Main Street, Harwich, MA 02645 or [meldredge@town.harwich.ma.us](mailto:meldredge@town.harwich.ma.us). Applications are available on the Town of Harwich website at <https://www.harwich-ma.gov/home/pages/employment-opportunities> Harwich is an Equal Opportunity Employer.