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| <b>Job Title</b>         | Environmental Health Agent                                 |
| <b>Department</b>        | Health & Human Services Department, Public Health Division |
| <b>Employment Status</b> | Full-Time                                                  |
| <b>FLSA Status</b>       | Non-exempt                                                 |
| <b>Classification</b>    | Grade 7                                                    |

### Scope of Work

The position is responsible for enforcing a variety of national, local, and state environmental sanitary and health regulations, state and local permit and licensure requirements, specific legal mandates, and other rules, regulations, and advisory requirements. The position may also be called upon to assist regional partners and train on different aspects, processes and techniques of inspection.

### Supervision

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| <b>Received</b>  | Assistant Director of Public Health for Community & Environmental Health or other designee of the Director of Health and Human Services |
| <b>Exercised</b> | None                                                                                                                                    |

### Essential Job Functions

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.*

#### General Tasks:

- Inspect and evaluate health risks in food establishments in town for compliance with appropriate laws, regulations, rules, and ordinances.
- May issue fines, schedule administrative hearings or request temporary closure in accordance with established policies and procedures.
- Conduct inspections of nursing and rest homes, motels, recreational camps for children, health clubs, ice skating rinks, public and semi-public swimming pools, and public bathing beaches.
- Review plans for construction and renovation of public and semi-public swimming pools, food establishments, and 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.
- Assess health risks and conduct inspections pertaining to off-street drainage, subdivision control, solid waste, noise, water, vector control, and air pollution when directed. Conduct and interpret indoor air and water quality tests.

- Inspect and evaluate residential and housing facilities for conformance to Chapter II of the State Sanitary Code: Minimum Standards of Fitness for Human Habitation including enforcement of the Lead Poisoning Prevention law.
- Organize and participate in rabies inoculation program.
- Serve as Assistant Animal Inspector.
- Serve as agent to issue burial permits.
- Assist in enforcement of tobacco regulations.
- Represent the Town by preparing cases for court and perform other environmental health functions as requested by the Director of Health & Human Services/designee. Attend and present reports to the Board of Health at monthly meetings.
- Investigate and follow through on environmental health complaints received by citizens and the Board of Health.
- Issue letters and orders of compliance relative to the environmental health field with input and advice of the Assistant Director in complex cases.
- May provide regional assistance, including training other agents and agencies on issues related to environmental health regulations, performing federal, state and local inspections, emerging public health issues effecting compliance with regulations and other areas of expertise to assist other public health partners.

### **Other Job Functions**

- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Performs related duties as assigned.
- Follow safe work practices.

### **Requirements of Work**

Completion of Bachelor's Degree Program in public health, environmental health or related field, supplemented by at least four years of related work experience in sanitation, environmental health or related fields; or any equivalent combination of education, training and experience which provides the following knowledge, ability and skills:

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| <b>Knowledge of</b> | <ul style="list-style-type: none"> <li>• Environmental health concepts and an understanding of environmental factors that impact human health.</li> <li>• Sanitation principals, standards and regulations.</li> <li>• Methods required in reading and interpreting maps and/or plans, and general methods used to assess impact of human activity on the environment and community health.</li> <li>• Principles, interpretation, and administration of applicable policies, codes, and municipal, State, Federal regulations, and guidelines.</li> <li>• Proper safety practices, procedures, and regulations applicable to work being performed.</li> </ul> |
| <b>Ability to</b>   | <ul style="list-style-type: none"> <li>• Multi-task, prioritize and manage time efficiently to meet Federal, State, Local mandated regulatory deadlines.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|                 | <ul style="list-style-type: none"> <li>• Establish and maintain effective working relationships with coworkers, state, federal and regional agencies, vendors, businesspeople, and the general public.</li> <li>• Maintain confidentiality.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Skill in</b> | <ul style="list-style-type: none"> <li>• Analyzing research to determine applicable ordinances, codes, regulations, and statutes.</li> <li>• Resolving problems or situations requiring the exercise of good judgment.</li> <li>• Preparing clear and concise written reports, and in presenting data to provide timely management information.</li> <li>• Communicating, orally and in writing, any violation, and the requirements for its improvement and/or rehabilitation to architects, contractors, developers, other Town staff, and the public to achieve voluntary compliance.</li> <li>• Making accurate measurements and computations, and in maintaining records.</li> <li>• Recognizing deviations from drawings and specifications.</li> </ul> |

### **Necessary Special Requirements**

- Must be registered environmental health agent, or academically qualified to take and pass the registered sanitarian examination within one year of hire.
- Within one year of hire, must obtain septic system inspector's license, lead determination certificate, pass soil evaluator's exam or other related licenses as determined by the Director of Health & Human Services.
- Valid Driver's License

### **Physical Demands**

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 essential functions.

- A combination of office and field work. Field conditions include site visits where there is frequent exposure to unpleasant and/or hazardous elements; such as indoor and outdoor pools, open fields, restaurants, markets, houses, basements, construction sites, dumpsites, etc.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment, and making difficult visual inspections in the field. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently exposed to odors, extreme heat or cold, dim lighting, dust, and occasionally exposed to other adverse conditions including noise, wetness and humidity, toxic and infectious agents, biological and chemical hazards, and vibrations.

- The employee is frequently required to balance, stoop, kneel, bend, crouch or crawl, and smell during the course of conducting inspections and taking samples. There may be sustained periods of standing and walking on various terrain and surfaces and carrying of field-testing equipment.
- The employee must occasionally lift and/or move up to 20 pounds.

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*