



Health Agent
for the
Board of Health

Permanent On-Call Position

The Town of Holliston seeks qualified candidates for the position of Health Agent, a permanent, on-call position. The Health Agent is responsible for enforcing health laws and regulations, providing a variety of inspection services, and all other related work. Applicant must have knowledge and experience with Title V, food safety, communicable disease, and enforcement of local and state laws and regulations. The position is nominated by the Board of Health, appointed by the Health Director, and reports to the Health Director. Successful candidate may be subject to a pre-employment physical and drug testing. Payment rate is \$50 per hour or \$50 per plan review/inspection. Hours are flexible, on-call and include nights and weekends.

A job description and application are available on-line at www.townofholliston.us

Please send application and resume to:

Holliston Board of Health
Scott Moles, Health Director
703 Washington Street
Holliston, MA 01746

Deadline to file an application is noon on Friday, July 7, 2017.
The Town of Holliston is an EEO employer.

Job Description of

Health Agent

Permanent On-Call Position

Holliston Board of Health

Summary

The Health Agent is responsible for enforcing health laws and regulations and providing a variety of inspection services; all other related work, as required.

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 to a logical assignment to the position.

- Reviews and approves engineering plans for septic systems; inspects systems during installation.
- Conducts soil testing, food establishment inspections, housing inspections, and swimming pool inspections.
- Provides instruction in Title V, food safety, and local regulations.
- Drafts notices, inspection reports and other necessary paperwork.
- Responsible duties of a technical nature require the exercise of professional judgment in the interpretation and application of state laws and local regulations to frequently changing conditions and problems, and in ensuring compliance with proper standards.

Supervision

Works under the direction of the Health Director, in accordance with state statutes and local bylaws and regulations. Functions independently, referring problems to the Health Director as needed.

Physical Environment

Some work is performed in an office environment; other work is performed under varying field conditions with occasional exposure to the hazards associated with weather, construction sites and potential exposure to communicable diseases. The workload is subject to seasonal fluctuations.

Performance of duties requires ongoing contact with the public generally during regular town hall hours, but may be required to work outside of normal business hours, i.e., at night, on weekends, and during emergencies. Contact is by telephone, in person and in writing.

The employee has access to confidential information pertaining to communicable disease investigations and legal proceedings.