



Town of Holbrook

HEALTH AGENT

In accordance with Article III of the current Town of Holbrook By-Laws Section 10 Salary and Administration Plan, the Town of Holbrook seeking qualified applicants for the vacancy of full-time Health Agent. The following job is hereby posted:

The Town of Holbrook has an immediate opening for a fulltime (35 hours/week) Health Agent.

Responsibilities and duties include, but are not limited to the following: Perform public health inspections to ensure compliance with state and local sanitary and environmental codes, the Federal Food Code, Title 5, and all other health related laws and regulations. Conduct inspections for food establishments, swimming pools, housing and human habitation, septic systems, perc tests and soil evaluations. Administrative follow-up related to the enforcement of State and Local Regulations pertaining to public health, safety, and environmental protection. Responds to afterhours calls, attends monthly Board of Health meetings and any special meetings called by the board, acts as a member of the emergency response team.

Qualifications and experience: Bachelor's degree in Public Health, Biology, Environmental Science, or related field. A minimum of three years prior work experience in public health or environmental health, or an equivalent combination of education and experience. Knowledge of applicable health statutes, bylaws, regulations, codes, policies and procedures. Computer experience required and proficient in MS Suite. Extensive grant writing experience. The ideal candidate must be able to obtain the following certifications within one year: Certified Food Manager or Serv Safe Certification, Certified Pool Operator, Soil Evaluator License, and Title 5 System Inspector License. Valid Driver's License required. Registration as an Environmental Health Specialist or Sanitarian (REHS/RS) preferred. Knowledge of marijuana growing facilities and a municipal solid waste transfer stations is desired. Customer service orientated and problem-solving skills. Ability to work in a team environment.

Compensation: Town of Holbrook Salary Administration Plan, range is \$51,160.26 – 53,926.60 (\$28.11 - \$29.63 hourly), plus benefits. This is not a union position. Phone and mileage allowance per IRS regulations. The salary is currently being reviewed, and a decision will be made at the next Town Meeting in May 2019.

Work Schedule: Monday, Wednesday, Thursday 8 a.m. – 4 p.m., Tuesday 8 a.m. – 7 p.m., Friday 8 a.m. – 12 p.m. Flexible schedule as conditions require.

Supervision: Works under the policy direction of the Board of Health, in accordance with state laws and regulations.

Physical Demands: Position requires moderate physical effort in making on-site inspections. Must be able to lift up to 50lbs. Must be able to climb a ladder and work in confined spaces.

This position is subject to the terms and conditions of the town of Holbrook's Personnel By-Laws.

How to apply: Applicants should forward a cover letter and resume via email to Bobbie Lee Curry, Human Resources Director, bcurry@holbrookmassachusetts.us This position will be advertised until filled.

TOWN CLERK

The Town of Holbrook is an AA/EOE employer.

**APR 30 PM 5:48 '19
HOLBROOK**

Notice of posting commenced on April 30, 2019