



Town of Blandford Massachusetts

Job Title: Board of Health	Location: 1 Russell Stage Road, Suite 9
Job Type: Elected	Reports To: Town Selectmen
Hours per Week: 5 + or -	Pay Basis: Salary

JOB DUTIES:

- Investigate and follow through on environmental health complaints received by citizens, businesses, other town officials, and the Board of Health on issues such as complaints regarding trash, sewage breakout, hazardous waste and other potential public health infractions.
- Responds to and prepares reports of investigations, drafts enforcement orders, and prepares materials for possible court action.
- Investigates reports of communicable diseases and conducts necessary follow-up action.
- Prepares required reports to ensure that the Board of Health & Selectmen has sufficient documentation and assists in maintaining department files and information.
- 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.
- Assess health risks and conduct inspections pertaining to off-street drainage, subdivision control, solid waste, noise, water, vector control, and air pollution when directed.
- Serve as Agent of the Board of Health to issue burial permits.
- Assist in enforcement of tobacco regulation.
- Act as a Liaison and represent the department on committees or at meetings at the request of the Director of Public Health and/or Town Selectmen.
- Represent the Town by preparing cases for court and perform other environmental health functions as requested by the Department of Public Health. Attend and present reports to the Board of Health and Selectmen at town meetings as requested.
- Ensure 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.

- 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. Reviews all proposed subdivision plans.
- Inspect and evaluate health risks in food establishments in town including restaurants, mobile food vendors, retail food, bakeries, school cafeterias, catering establishments, farmers market, nursing homes, hospital, day cares, temporary food establishments, and food manufacturing facilities for compliance with applicable laws, regulations, and ordinances. Perform plan review of all types of food establishments. May issue fines, schedule administrative hearings or request temporary or emergency closure in accordance with applicable laws or established policies and procedures.
- Conduct inspections of inns, motels, camps for children, day cares, ice skating rinks, public/semi-public swimming pools, public bathing beaches and nuisance complaints. Conduct and interpret indoor air and water quality tests.
- Review plans for the construction of residential pools, inspects sites during pools construction, conduct occupancy inspections as part of the Town's certificate of occupancy process.
- Inspect and evaluate housing facilities including tenant occupied and single family dwellings, lodging houses, and inns for conformance to Chapter II of the State Sanitary Code: Minimum Standards of Fitness for Human Habitation including enforcement of the Childhood Lead Paint Poisoning Prevention law (CLPPP) when applicable. Drafts enforcement orders to responsible parties and assists with necessary legal action.
- Assists in developing proposed new by-laws and regulations dealing with environmental and public health concerns, sewage installers, private engineers and sewage pumpers.
- Attends professional meetings and keeps abreast of new developments in the fields of environmental and public health.
- Perform related, similar, or other logical miscellaneous duties, which may require ability to perform functions beyond those contained in this job description.

GENERAL RESPONSIBILITIES:

- Ensures all work is performed in accordance with all federal, state and local laws, rules and regulations and within mandated OSHA, MSDS, DEP, EPA and Department of Health standards.
- Attend meetings, workshops, training and review publications to remain current on practices and new developments in assigned work areas.
- Represent the town in a professional manner at all times. Ensure all Board of Health work assignments are completed in a prompt, efficient and safe manner.
- Report all accidents, to self and/or property, as well as safety concerns to Town Selectmen and other related departments within 2 hours of the incident for non-emergencies. All emergency incidents must be reported immediately.

- Commitment to maintain a good working relationship with coworkers, other town officials and the general public.

REQUIREMENTS – MINIMUM QUALIFICATIONS:

- Bachelor’s Degree in in Environmental Health, Biology, Earth Sciences or related field form an accredited 4 year college or university or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.
- Work requires 3 or more years of experience in regulatory enforcement related functions, sanitation and environmental health fields.
- Knowledge pertinent federal and state laws and regulations governing public health.
- Must be familiar with proper procedures and processes of conducting inspections and enforcement when required.
- Must be a Registered Sanitarian (RS) in the Commonwealth of Massachusetts or other recognized jurisdiction, a nationally Registered Environmental Health Specialist (REHS) or academically qualified to take and pass the Registered Sanitarian examination.
- Must possess or obtain within 1 year of hire, a food management sanitation certification, lead determination certificate, certified soil evaluator and Certified Pool Operator.
- Must be able to properly fill out inspection forms and write clear and neat, stand for long periods of time and ability to maneuver in various conditions and settings to perform field inspections.
- Physically able to work in all types of weather conditions.
- Have appropriate hand, eye, and foot coordination to properly use equipment/tools.
- Must be able to climb stairs, bend, kneel, walk on various terrains, etc.
- Ability to adapt to any situation and possess the necessary communication and judgment skills to reinforce the policies, procedures and regulations set forth by the Town, the Health Department and the applicable laws governed by the Commonwealth of Massachusetts.
- Must be able to observe/assess visuals quickly/completely to perform inspections.
- Possess good computer/electronic skills.
- Possess a valid Massachusetts state driver’s license.

WORKING CONDITIONS:

- May be exposed to extended periods of standing and walking on various terrain and surfaces and carrying of field testing equipment.
- Risks include possible expose to communicable diseases and environmental hazards; exposure to hazardous materials, rodents, insects such as ticks during field work for septic systems; rough terrain and construction sites; squalor during housing/hoarding

inspections, burns and sharp objects during food establishment inspections; and extreme weather conditions.