

## **Board of Health Assistant & Inspector**

### **DEFINITION**

Responsible for administrative and technical and inspectional tasks related to the Board of Health.

### **ESSENTIAL FUNCTIONS**

The essential functions or duties listed below are intended only as illustrations of the various type 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, or a logical assignment to the position.

- Prepares agendas, post meetings, prepare packets and prepare minutes of all meetings
- Prepare legal notices and abutters mailings
- Prepares correspondence
- Coordinates with Chairman
- Ensures statutory time requirements are followed
- Responds to questions from the public, attorneys and businesses
- Explains procedures, regulations and requirements
- Maintains comprehensive files
- Accepts, reviews permit applications and issues permits for Board of Health
- Conducts inspections
- Assists with the preparation of and maintains the departmental budget
- Inspects restaurants, food handling, food processing establishments, residences and other areas required by law
- Reviews request for septic systems and well plans
- Participates in enforcement proceedings as necessary
- Coordinates reports of disease cases
- Performs water quality testing
- Performs duties related to grant funded initiative
- Participate in a variety of Emergency Management activities
- Performs a variety of related duties *in reporting to regional and state authorities.*

### **SUPERVISION RECEIVED**

Employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisors.

## **JUDGMENT**

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

## **COMPLEXITY**

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

## **NATURE AND PURPOSE OF CONTACTS**

Relationships are with co-workers, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

## **CONFIDENTIALITY**

The employee is exposed to departmental confidential and sensitive information, including medical and disease information.

## **EDUCATION AND EXPERIENCE**

An Associate's degree is preferred and three years of municipal experience; or any equivalent education and experience. Experience preparing agendas, meeting packets, legal notices and minutes is required. Must have valid driver's license. Serve Safe certification and Title 5 Soil Evaluator preferred. Must pursue Water supply Operations License.

## **KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge of principles and practices of open meeting law, applicable provisions of MGL and computer applications for word processing.

Ability to present meeting minutes and possess excellent writing skills

Must be able to work independently

Must be able to understand and explain procedures and regulations

Must have the ability to interact effectively with coworkers, the public and various customers, internally and externally.

Knowledge of and ability to review plans

## **PHYSICAL, MOTOR, AND VISUAL SKILLS**

### **Physical Skills**

Office work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds. When in the field, may have to inspect a variety of locations.

### **Motor Skills**

The job requires motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment. When conducting inspections, may use a variety of tools.

### **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes. Must be able to document testing conducted and inspections performed.