

TOWN OF BERKLEY

MASSACHUSETTS

BOARD OF SELECTMEN

One North Main Street
Office: 508-824-6794
Fax: 508-822-4603
E-mail: selectmen@berkleyma.us

JOB POSTING

POSTING: ☒ IN HOUSE
☐ OUTSIDE ADVERTISEMENT

DEPARTMENT: Board of Health

POSITION: Health Agent
☒ NEW ☐ EXISTING

CLASSIFICATION: ☐ REGULAR ☐ SALARIED ☐ PART TIME ☒ CASUAL ☒ ON CALL

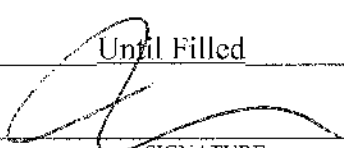
HOURS: Hourly (not to exceed 7 hours/week)

JOB: ☒ ATTACHED BERKLEY PERSONNEL SPECIFICATIONS

PAY RATE: Up to \$41.17/hr DOQ

SUBMIT: ☒ Application, Cover Letter & Resume to: mchabot@berkleyma.gov

CLOSING DATE: Until Filled

DEPT. HEAD SIG.:  09/03/2026
SIGNATURE DATE

THE TOWN OF BERKLEY IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION ADA EMPLOYER

COPIES TO: ☐ PERSONNEL BOARD ☐ FINCOM ☐ UNION LOCAL 1144 IF UNION LEVEL

This notice shall be posted at least seven days prior to any outside or newspaper advertisement and I certify that I have posted this notice at the following locations:

- | | |
|---|---|
| ☐ Town Clerk (certified copy) | ☐ Library |
| ☐ Highway Dept. Office (employee area) | ☐ Middle School |
| ☐ Community School | ☐ Public Safety Building lobby |

SIGNATURE

DATE

09/03/2026

Town of Berkley

Job Description

Part-time Health Agent

Position Title: Part-time Health Agent

Department: Board of Health

Appointing Authority: Board of Selectmen

Status: Casual/Call (not to exceed seven hours/wk)

General Purpose

Works under the administrative direction of the Board of Health in accordance with applicable provisions of the Massachusetts General Laws and local by-laws.

This is a grant-funded, as-needed position, not to exceed seven (7) hours per week, providing supplemental support to the Berkley Board of Health.

Essential Duties and Responsibilities

The Health Agent is appointed by the Board of Health and reports to the Board of Health. Work is performed under the policy direction of the Board of Health and in accordance with municipal policies and objectives, and all applicable provisions of the Massachusetts General Laws and Town By-laws. Assists with on-call duty in conjunction with emergency response, communicable disease, public health hazards, rabies response and other health-related issues. Able to schedule and perform field inspection and plan reviews to ensure compliance with and enforcement of the State Sanitary and Environmental Codes, and all other related federal, state, and town, laws, bylaws, and regulations. Investigates complaints, administer, and enforce all of the above regulations relating to environmental protection and health promotion.

- Assists with on-call duty in conjunction with emergency response, communicable disease, public health hazards, rabies response and other health-related issues.
- Assists with development, implementation, and exercises emergency response plans in accordance with the Town's Emergency Management Director and the Department of Public Health.
- Participates in local and regional emergency preparedness and operational need, including attendance at monthly Public Health and Emergency Preparedness (PHEP) meetings and executing Emergency Dispensing Site (EDS) drills and activations.
- Assists with Massachusetts Virtual Epidemiology Network (MAVEN), reports to the BOH as necessary.
- Assists with investigating complaints of nuisance or unsanitary conditions affecting the public health and assist with taking appropriate actions to ensure their

establishment. Assists with enforcement action and/or participate in legal action as required.

- Assists in the enforcement of Federal, State, and local regulations pertaining to public health and safety, and environmental protection including but not limited to State and Federal Food Code, State Sanitary Code, Tobacco Control Regulations, Recreation Camps, Body Art, Swimming Pools, Title 5 State Environmental Code and other BOH regulations not listed.
- May require assisting with plan reviews as well as environmental and sanitary code compliance reviews and inspections, including but not limited to housing, food establishment, public and semi-public swimming pools, summer camp, and Title V septic systems.
- May require overseeing of percolation and deep hole testing for septic system and drainage.
- Supports and assists associated Board of Health staff as well as other municipal staff with field inspections as needed.
- Conducts research, compiles information and submits grant applications on behalf of the Board of Health and assist with management (if needed) of grants.

Participates in meetings of the Board of Health, Board of Health subcommittees, and other related meetings as needed.

Preferred Qualifications

- Bachelor of Science Degree in Public Health or a related field; at least three (3) years prior work experience; or an equivalent combination of education and experience.
 - Duties will require an understanding of public health laws and regulations, staying current and informed.
 - Must possess a valid motor vehicle driver's license.
 - Must be trained in Incident Command System 100 (ICS100) and National Incident Management System 700 (NIMS700) prior to or within 30 days of start date.
 - Must complete MEMA Web EOC Training within 30 days of start date.
 - Must be bondable.
 - Must obtain certification as a Food Safety manager within 3-months of start date.
 - Must become a Certified Pool Operator within 12-months of start date.
 - Licensed as a Certified Health Officer and/or Registered Sanitarian preferred, not required within 18 months of start date.
 - Complete "Foundations for Local Public Health Practice" course within 18 months of start date.
 - Applicants with background in Title V are preferred.
 - Minimum knowledge of housing training, preferred.
 - Municipal customer service training is preferred.
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Physical Demands

Working conditions involve frequent exposure to intermittent machine or related noise or a combination of unpleasant elements such as biohazards, loud noises, odors, chemical fumes, dust, smoke, extreme hot or cold temperatures, dirt, or test holes that could cause personal injury when conducting field inspections. Work may also involve completing several unrelated tasks within a relatively short period of time. The employee may be required to work beyond and/or flex normal business hours in order to attend meetings or to respond to natural or man-made emergencies.

Schedule

This is an as-needed position. Hours vary depending on operational needs.

This is a grant-funded, as-needed position providing supplemental support to the Berkley Board of Health. Scheduled hours will vary based on operational needs and shall not exceed seven (7) hours per week. Compensation and continuation of the position are contingent upon the availability of grant funding through the Public Health Excellence Administrative Fund.

Appointment

Position is appointed by the Board of Selectmen and serves subject to applicable Massachusetts General Laws and Town policy.