

**Position Title:** Assistant Health & Conservation Agent

**Statement of Duties**

The Assistant Health and Conservation Agent serves as an assistant to the Health and Conservation Agent for the administration of all department functions within the goals, guidelines and policies established by the Health and Conservation Agent, Town Administration and Board of Selectmen. This responsibility includes fieldwork, inspections, investigations and reports necessary for efficient permitting and effective enforcement.

**Supervision**

Under general direction of the Health and Conservation Agent, the employee carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. 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 supervisor, but ordinarily the employee carries out the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Employee has access to some confidential information obtained during performance of regular position responsibilities, where the effect of any disclosure would probably be negligible or where the full significance of the overall confidential matter would not be apparent in the work performed.

Employee does not exercise any regular supervisory responsibilities. Employee is required to serve as Department Head in the temporary absence of the Health & Conservation Agent.

**Judgment**

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations, or transactions, reporting observations, 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 complex federal, state and local regulations.

### **Job Environment**

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.

Relationships are constantly with co-workers, the general public, peers from other organizations, representatives of professional organizations, and the news media. The employee deals with the public and other individuals on behalf of a department to communicate departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

The nature of work assures that errors are usually detected in succeeding operations.

Duties present occupational risk with possible exposure to pathogens and communicable diseases

Injury could occur, however, through employee failure to properly follow safety precautions or procedures. Employee is required to access remote areas including on water and with heavy machinery. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting or carrying heavy equipment or materials.

### **Position 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, or a logical assignment to the position.*

### **Essential Functions**

- Ability to read and review site plans, topographical maps and architectural drawings
- Understanding of geological processes and soils identification
- Ability to interpret and enforce regulations firmly, tactfully and impartially
- Ability to communicate effectively orally and in writing
- Ability to perform varied duties requiring considerable judgment in applying laws and regulations to changing conditions and problems
- Ability to work and communicate effectively with property and homeowners, Town officials, contractors and the general public
- Ability to exercise discretion in handling confidential information

- Ability to use computers and data communications

### **Recommended Minimum Qualifications**

#### **Education and Experience**

Bachelor's Degree in Environmental Science, Natural Resources Conservation, Environmental Health, Public Health or at least 5 years related field experience in municipal public health and/or conservation. Must have experience in project review and be able to obtain a Soil Evaluator Certification within 1 year and a Serve-Safe Certification within 1 year; or an equivalent combination of education or experience.

#### **Physical and Mental Requirements**

Working conditions involve exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Includes work under typical shop conditions or outdoor work that is suspended when weather conditions are poor. Work may involve general cleaning, occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Work may also involve occasional mental stress, such as completing several unrelated tasks within a relatively short period of time.

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledgers or photocopy and computer paper (up to 30lbs.).

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a phone system, computer and/or most other office equipment, typing and/or word processing, filing, sorting, working with hand tools such as a hammer, screw driver or shovel, and operating a motor vehicle.