

Board of Health Director

Summary of Position Responsibilities:

The Board of Health Director performs highly responsible administrative and supervisory functions pertaining to the enforcement of all applicable federal, state, and local codes, regulations, policies, laws and bylaws pertaining to public health and safety. The Board of Health Director exercises independent judgment and initiative of overseeing the enforcement of all relevant laws and regulations affecting the health and safety of Town residents. Errors could result in personal injury; spread of illness and/or disease, loss of life, and property damage, improper disclosure of confidential information could have legal and financial repercussions, and/or cause adverse public relations. This is a confidential position.

Description of Supervision/Supervisory Responsibilities:

The Board of Health Director is appointed by the Board of Health, and reports to the Board of Health. The employee works under the direction of the Board of Health and within established policies and procedures and the requirements of federal, state and local law (as applicable). The Board of Health Director supervises all [full/part time/on call] public health nurses and other Board of Health employees.

Essential Functions of Job:

- Under the general direction of the Board of Health, provides professional staff assistance to the Board; develops and recommends all Town public and environmental health programs and policies; provides administrative coordination with other Town departments; and oversees the direct responsibilities of the Board of Health
- Ensures efficient enforcement of all applicable local, state and federal laws and regulations concerning public health and safety; may institute court proceedings to enforce orders
- Supervises full-time and part-time personnel in all aspects (i.e., recruitment of personnel, assignment of duties, performance evaluations and supervision, discipline, payroll preparation, maintenance of personnel records)
- Acts as agent for the Board of Health in assigned matters relating to the control and efficient administration of Town public health matters
- Assists the Board in the administration and enforcement of Town and state health policies, and special assignments and projects, including programs and services which address issues such as lead poisoning, housing, health inspections, food service inspections, rabies, hazardous waste, tobacco control, septic systems and groundwater control
- Prepares agendas and materials for all regular and special meetings (or hearings) of the Board of Health; attends and participates in all meetings of the Board; performs all necessary follow-up for decisions or inquiries made in those meetings and between those meetings
- Provides expert consultation regarding disease prevention and control to citizens.

- Provides expertise to the Board in analyzing and evaluating various requests regarding sanitation, building and other permits
- Works with local emergency planning committee to develop planning guidelines regarding environmental pollution, hazardous waste and industrial safety; and with healthcare providers and private businesses to build coalitions for coordination of policy development, community education, inspection and enforcement
- Oversees the enforcement of Chapter II of the State Sanitary Code: Minimum Standards of Fitness for Human Habitation through inspection of dwellings for compliance with the minimum standards, certifying violations, issuing orders, holding hearings, granting variances and instituting court proceedings if necessary to enforce such orders
- Oversees enforcement of State Lead Poisoning Prevention law and regulations, through issuance of orders for lead inspection and removal
- Oversees enforcement of State Environmental Code
- Enforces rules and regulations regarding the removal, transportation and disposal of garbage and other offensive substances
- Investigates nuisances that may be injurious to health
- Oversees enforcement of standards and regulations for Food Establishments
- Inspects all Food Service and Retail Food establishments; issues orders, suspends or revokes permits where necessary
- May investigate food and restaurant complaints
- Conducts Hazard Analysis Critical Control Point (HACCP) investigations and traces back for confirmed Food borne illness; reports findings to Department of Public Health
- Enforces State Sanitary Code: Minimum Standards for Bathing Beaches, 105 CMR 445.000; monitor beach and water quality; coordinates collecting of water samples for testing pursuant to General Laws Chapter 111, §5S]
- Oversees Inspections of Recreational Camps for Children and family style campgrounds, motels and hotels; issues appropriate licenses
- Enforces sanitary standards for Recreational Camps for Children
- Reviews and grants emergency pesticide applications for schools and child care facilities
- Issues burial permits
- Coordinates percolation tests
- Coordinates the inspections of subsurface sewage installations
- Coordinates Inspections of tanning salons pursuant to 105 CMR 123.000.
- Gathers, distributes and disseminates information regarding health and environmental concerns
- Prepares detailed and accurate reports and maintain efficient filing system
- Educates and provides information to residents regarding public health and safety risks
- Maintains the Recycle Center database and assists the board with commitments, abatements, refunds and liens.
- Issues the annual invoices and demands for the Recycling Center.
- Updates Solid Waste & Recycling Contracts and confers with Town Counsel as needed
- Files required reports with Massachusetts Department of Environmental Protection and Massachusetts Department of Public Health
- Coordinates and assists with the annual Flu clinic

- Prepares and submits required paperwork for reimbursement for the administration of vaccines
- Manages all accounts payable and receivables
- Assists the board in maintaining a balanced budget
- Applies for and administers grants on behalf of the Board of Health
- Attends trainings and seminars to maintain a current base of understanding of Public Health Practices
- Performs similar or related work as required or assigned

Minimum Competencies:

- Thorough knowledge of all federal, state, and local laws and regulations relating to public health and safety applicable to the Town
- Thorough knowledge of principles and practices of planning, supervising and evaluating community-based public health programs; considerable knowledge of the materials, methods, safety precautions and techniques related to disease control and public health inspections
- Working knowledge of Open Meeting Law, Public Records Law, and State Ethics Law
- Ability to communicate effectively and professionally with, and establish and maintain cooperative relationships with members of the community, Town officials, business owners, employees and staff, governmental and school representatives
- Ability to effectively, respectfully and impartially enforce state public health and safety laws and regulations
- Leadership ability, strong interpersonal skills, and a high degree of motivation, initiative, and resourcefulness
- Ability to communicate effectively in written and oral form
- Ability to work in high pressure situations, as necessary
- Good organizational skills; detail oriented, and able to work independently
- Ability to handle multiple tasks, prioritize effectively, and meet deadlines
- Ability to plan and effectively manage Department budget
- Proficiency in word processing and spreadsheet software (such as MS Word, Excel, Access and Quicken) Honesty, reliability, patience, discretion, and good judgment essential

Education and Experience/Other Requirements:

- High School diploma required Associates or Bachelor's Degree in related field preferred.
- At least 7 years of progressively responsible professional experience in public health administration, 3 of which were in a supervisory capacity; or an equivalent combination of education, training, and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job
- Certified Health Officer and/or Registration as a Sanitarian by the Massachusetts Board of Registration of Sanitarians preferred (“Valid Massachusetts Driver’s License, and satisfactory driving record, required”)

Physical Requirements/Work Location:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Town Offices, 215 North Main Street

This position splits its duties between an office-based job in a dynamic municipal setting, and off-site field work to conduct inspections, initiate enforcement actions, and the like. Field work is conducted under varying weather and other conditions with exposure to some occupational risks, and requires local travel. Moderate physical effort required while conducting field work; must be able to access all areas of inspection site, which frequently includes hard-to-reach areas or areas of limited space. Lifts/moves objects and weighing up to 10 pounds

While performing the duties of the Director of Public Health, the employee is required to: interact and communicate frequently with the public, government officials, other staff members and boards, contractors and/or third parties transacting business with the Town; operate standard office equipment including computers and keyboards, at efficient speed; operate various equipment and hand tools, and move throughout the municipal office and off-site properties/facilities. May be required to work outside of normal business hours to accommodate evening office hours, seasonal fluctuations, and off-site appointments; will be required to attend night meetings as needed. Employee is on call at all times to respond to health-related emergency situations.

FLSA status

This position is **non-exempt** under the Fair Labor Standards Act.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and/or requirements of the job change.

Date adopted/revised: _____