

## **DIRECTOR OF PUBLIC HEALTH**

**Department:** Health  
**Division:** N/A  
**Appointing Authority:** Mayor

**Grade:** NR 6  
**Revision Date:** 1/2021  
**Bargaining Unit:** NR

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### **Definition:**

Responsible for organizing, directing, and controlling all operations of the Health Department; responsible for planning and implementing major Departmental policies, for planning short and long-term programs, for resolving administrative problems, and for managing the departmental budget; performs highly responsible and complex administrative, technical and inspection work in planning and managing the city's public health program and in enforcing public health laws and regulations in accordance with local, state and federal law; specifically, the interpretation, implementation, and enforcement of the Code of Massachusetts Regulations, Board of Health Regulations, Massachusetts General Laws and City Ordinances pertaining to all aspects of Public Health ; all other work as required which is logical to the position.

### **Supervision:**

Works independently but reports to and works under the broad policy direction of the Mayor or designee and general policy direction of the Board of Health; working from established policies and general objectives with little functional guidance requiring the exercise of considerable judgment in the interpretation and application of laws and regulations to frequently changing conditions and problems.

Supervises the equivalent of five (5) or fewer employees.

### **Environment:**

Work is performed under both typical office conditions and field work under a variety of environmental conditions. Office work involves operating telephone, computers, printers, copiers and other standard office equipment.

Field work involves frequent walking and climbing over uneven terrain; exposure to sun, wind, dust, heat, cold, rain, snow, insects, poison ivy, noise and other associative field conditions. Environment may include raw sewage, asbestos, mold, lead paint, environmental tobacco smoke, fleas, cockroaches, bed bugs, as well as potential exposure to live electrical wires and communicable diseases.

Has frequent contact with the general public, builders, contractors, engineers, property owners, food establishments City departments, Government officials, City boards, Commission, outside agencies and other Governmental organizations.

Has access to a high level of confidential information including personnel records for employees.

Errors in judgment and administration may result in damage to or loss of information, delay in or loss of service, possible monetary loss, or adverse legal consequences to the town, damage to equipment or facilities, personal injury, injury to colleagues, endanger public health and safety, result in adequate conditions of sanitation, as well as impact on employee morale, confusion and delay or adverse public relations to the municipality.

Must drive self to and from job sites.

**Essential Functions:** The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.

Responsible for innovatively providing all departmental services to the City, as well as managing the departmental budget; researches, formulates and approves departmental policies and recommends new policies and changes to existing policies for the Health department. Advises Mayor on new departmental policies or policy changes.

Provide overall direction to operations and administration; develop department goals and objectives; design departmental organization structure; assess performance in relation to established goals; and take appropriate action to improve departmental efficiency and service provision.

Oversee and schedule work time for subordinate employees; responsible for hiring and disciplining subordinate Health Department employees.

Assist the City in the preparation for and conducting of collective bargaining negotiations with the SSEA and Clerical union.

Draft and revise local health regulations. Enforces State and local public health laws, rules and regulations; investigate and report cases of diseases dangerous to public health; develops and implements plans for preventive and environmental health programs.

Enforces State sanitary code; performs site inspections of building lots; evaluates soil tests and percolation tests to determine suitability for sewage disposal systems; issues permits and inspects installation and repair of septic systems; works with installers and engineers to ensure that sewage disposal systems conform to requirements and function properly

Issues appropriate permits and licenses, handle complaints and investigate alleged nuisances; inspects dwelling units for rent or lease, investigates and initiates corrective measure to eliminate unsanitary living conditions; initiates legal action and appears in court as necessary.

Inspects restaurants, food handling and processing establishments, nursing homes, group residences, childcare centers, recreational camps for children, public pools and beaches, places of assembly, and other areas required by law where food is being served or a complaint has been received.

Responsible for the maintenance of public health records and prepares monthly and other reports as requested or required; prepares and presents the annual department operating budget, recommendations and justifications to the Mayor and Finance Director; Maintains the department budget and payroll; schedules and plans all regular and special meetings of the Board of Health and prepares and recommends regulations for their adoption.

Attempt to resolve employee complaints including those sufficient to state a grievance in a reasonable manner and timeframe as stated in the applicable contract bargaining agreement.

Participates to a substantial degree in the preparation for negotiations by preparing any proposals, bargaining objectives, insight or strategy as related to their department.

Initiate enforcement proceedings in connection with environmental health violations; supervise, inspect and review the field work of the Health Inspector in the areas of a sanitary code jurisdiction and environmental protection;

Maintains office hours to answer questions for the general public. Some night or weekend work is required to attend meetings and hearings or as response to major emergency events and is in addition to meeting the minimum weekly hours.

May serve as an Inspector of Animals or alternate for the city, performs investigations of animal biting incidents, conducts annual barn inspections/animal census, quarantines suspected diseased animals and performs other duties related to animals and public health.

In conjunction with Health Inspector supervises, oversees, directs or performs:

General:

Ensure food protection, compliance with minimum standards of fitness for human habitation, hazardous substance, product safety and institutional environmental health and safety.

Act to eliminate nuisances, unsanitary conditions, sources of filth and air pollution. Cooperate with state and municipal inspectors in joint investigations and inspections in related fields.

Perform field inspections of single and multi-family dwellings, food establishments, swimming pools, bathing beaches, recreational camps for children, tanning salons, and skating rinks.

Prepare reports regarding conditions found, outlining actions taken as well as recommended actions. Prepare and present monthly activity reports.

Perform timely re-inspections to ensure compliance with orders or agreements. Communicate findings and regulatory provisions to owners, occupants, property managers and occupants.

Educate community members regarding sanitary procedures and techniques. Promote community interest and cooperation in environmental sanitation.

Conduct food-borne illness and communicable disease investigations.

Issue burial permits as needed.

Prepare and present at legal proceedings brought by the City such as show cause hearings and in the prosecution of persistent violators.

Perform necessary administrative duties and any other tasks the Board of Health may assign.

Housing:

Conducts housing inspections to ensure compliance with 105 CMR 410.000: State Sanitary Code Chapter II: Minimum Standards of Fitness for Human Habitation. Prepare findings and issue orders to correct violations and orders to vacate to the owners and/or occupants of the dwelling unit. Conducts re-inspections of dwelling units. Prosecutes violators of the State Sanitary Code in Western Division Housing court. Prepares documentation to issue a condemnation order if, in the opinion of the sanitarian, the violations pose an immediate threat to the health, safety and well-being of the occupants of the dwelling unit. Responsible for placarding the dwelling unit as “condemned” and ensuring the occupants are removed from the dwelling unit in a timely manner. Requests additional inspections (i.e. building, plumbing, wiring) when warranted.

Food Establishments:

Performs routine field inspections of retail food and food service establishments for general construction and cleanliness, wholesomeness of food, proper food preparation procedures, and sanitation of dishes and utensils.

Communicates the Hazard Analysis Critical Control Point (HACCP) method of food sanitation to food service managers and employees. Conducts joint inspections with personnel from the Massachusetts Department of Public Health’s Division of Food and Drugs. Embargoes and/or oversees the destruction of unwholesome or adulterated food product. Investigates all alleged food-borne illness complaints. In the event of a food-borne illness outbreak, the Health Director will work closely with epidemiologists from the Massachusetts Department of Public Health’s Epidemiology Program.

Conducts inspections of temporary and mobile food establishments at fairs and various outdoor events. Must be available to work weekends and evenings for these seasonal events.

Lead Paint:

Conducts Lead Paint Determinations in dwellings where a child under the age of six resides. Utilizes sodium sulfide to conduct the determination. Prepares a report of findings and issues an order to correct violations to the owner of the dwelling if dangerous levels of lead are found in the dwelling. Issues cease and desist orders if unlicensed de-leading has occurred in the dwelling. Collects samples of lead dust to submit for laboratory analysis. Tracks the progress of the de-leading on each property and files criminal complaints against those owners who fail to comply with the Lead Poisoning Prevention Regulations.

Title V:

Must have the ability to review septic system plans for compliance with Title V Regulations and issue permits to construct septic systems as well as certificates of compliance upon completion of the installation. Witness’s percolation tests for the construction, repair or upgrade of septic systems. Conducts soil evaluations as necessary in accordance with The State Environmental Code, Title V: Standard requirements for the Siting, Construction, Inspection, Upgrade and Expansion of On-Site Sewage Treatment and Disposal Systems and for the Transport and Disposal of Septage. Reviews and approves septic system plans. Inspects the installation of septic systems to assure compliance with Title V. Reviews Septic System Inspection

Reports for accuracy and completeness. Ensures Municipality database for health data is accurate by working with subordinate support personnel who maintain the system.

Swimming Pools: Inspects all public, semi-public, and special purpose pools for compliance with 105 CMR 435.000: Minimum Standards for Swimming Pools (State Sanitary Code: Chapter V). Conducts testing of chemical standards including disinfection, pH, alkalinity. Collects samples to submit for bacteriological analysis. Conducts testing of water clarity utilizing a secchi disk.

Recreational Camps for Children: Inspects all Recreational Camps for Children for compliance with 105 CMR 430.000: Minimum Sanitation and Safety Standards for Recreational Camps for Children (State Sanitary Code: Chapter IV).

Bathing Beaches: Inspect the bathing beach for compliance with 105 CMR 445.000: Minimum Standards for Bathing Beaches (State Sanitary Code Chapter VII). Assures mandatory biological testing of bathing beach waters.

Tanning: Inspect tanning establishments for compliance with 105 CMR 123.000: Tanning Facility Regulations.

Indoor Skating Rinks: Inspect Skating Rinks for Compliance with 105 CMR 675.000: Requirements to Maintain Air Quality in Indoor Skating Rinks.

Frozen Dessert Regulations: Reviews and analyzes monthly bacteriologic testing of certain frozen dessert products.

Emergency Preparedness: May participate, conduct or collaborate in emergency preparedness activities working with the Emergency Management Director and public safety departments.

### **Minimum Qualifications:**

**Education and Experience:** Bachelor's degree in public health or related field; Master's degree in public health desirable; Registration with the MA Board of Certification of Health Officers and/or Registered Sanitarian strongly desired, or ability to obtain within two years of hire; Lead Paint Determinator, Soil Evaluator, Title V System Inspector and Certified Pool Operator license preferred or willing to obtain as necessary; must have supervisory experience and five (5) years experience in general public health programs; or any equivalent combination of education, training and experience that enables performance of all aspects of the position.

### **Knowledge, Ability and Skill:**

Thorough knowledge of the principles and practices of public health administration, public health issues and sanitation. Thorough knowledge of the codes and laws relevant to public health conditions. Working knowledge of current inspection and control procedures. Familiar with legal requirements governing public health, preventive measures and educational programs.

Ability to plan and direct the activities of the department. Ability to enforce and interpret regulations firmly, tactfully and impartially. Ability to communicate effectively.

Thorough knowledge of State Sanitary Codes, experience in conducting comprehensive housing and food service (as well as a variety of other types) inspections. Ability to establish and maintain effective working relationships and to mediate and handle interpersonal disputes effectively. Knowledge of Hazard Analysis Critical Control Point (HACCP) method of food service inspections is a plus. Must demonstrate a high level of organizational and time management skills. Must perform all aspects of job responsibilities with honesty and integrity.

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required; familiarity with MUNIS and other database programs, computer hardware and software applications.

Ability to exercise judgment and discretion in establishing, applying and interpreting departmental policies and procedures; ability to carry out complex oral and written instructions and to express ideas clearly concisely, orally and in writing; to organize, direct and coordinate the activities of the department; to develop long-term plans and programs and to make major policy decisions on complex technical and administrative problems;

**Physical Requirements:**

Must have the physical ability to negotiate rough terrain on undeveloped land as well as maneuver through septic system trenches. Must have the ability to climb into excavation holes up to five feet deep; requires the ability to remain standing outdoors for extended hours in all types of weather. Must be capable of lifting concrete covers to septic tanks and distribution boxes (approximately 70-80 pounds). Must have the ability to climb ladders as well as negotiate stairs which may or may not be structurally sound. Must handle sodium sulfide in the course of lead paint determinations.

**Special Requirements:**

Must have a valid class D driver’s license; registration with the MA Board of Certification of Health Officers and/or Registered Sanitarian or ability to obtain within two years of hire; Soil Evaluator, Title V System Inspector and Certified Pool Operator licenses preferred or willing to obtain as necessary; must successfully pass CORI/ SORI checks; must carry cell phone off duty in the event of a public health emergency. Some night or weekend work is required to attend meetings and hearings or as response to major emergency events and is in addition to meeting the minimum weekly hours.

*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 requirements of the job change.*

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**Approved:**

EXECUTED 2/2/2021 AND ON FILE IN THE HR DEPARTMENT

S/approved  
Director of Human Resources

2/2/2021  
Date

Revision History: 10/72, 11/07; 7/08, 6/17, 1/2021

S/approved  
Mayor