

## ASSISTANT HEALTH DIRECTOR

### **Position Purpose:**

The purpose of this position is to assist in the professional, administrative, technical and inspection-related functions of the Town's public health programs and to support the enforcement of applicable public health laws and regulations under the direction of the Director of Health and Community Services and the Board of Health; all other related work as required. The Assistant Health Director is responsible for supporting departmental operations and assisting in maintaining and improving upon the efficiency and effectiveness of assigned public health functions.

### **Supervision:**

*Supervision Scope:* Exercises independent judgment and initiative in the planning, administration and execution of the department's services, in the interpretation and application of laws, regulations and procedures consistent with guidance from the Director and Board of Health. Performs a variety of responsible functions in accordance with state statutes and local ordinances.

*Supervision Received:* Works under the policy direction of the Health and Community Services Director and Board of Health, and in accordance with applicable provisions of the Massachusetts General Laws and Town bylaws. Functions independently, referring specific problems to the Director only when clarification or interpretation of Town or department policies or procedures is required. The position is subject to review and evaluation according to the Town's personnel plan.

*Supervision Given:* Has supervisory responsibility for health inspectors and public health nurses. In coordination with the Director of Health and Community Services, evaluates, hires and disciplines staff in accordance with established policies and procedures.

### **Job Environment:**

Administrative work is performed under typical office conditions. Frequent inspection work is performed under varying conditions, with exposure to various weather conditions, the hazards associated with construction sites, and chemical and biological hazards. Required to attend regular night meetings.

Regularly operates an automobile, computer, telephone, and standard office machines.

Makes frequent contacts with the general public, other Town departments/boards/committees, septic installers, engineers, architects, builders/developers, health care professionals and organizations, and state agencies. Contact is by telephone, in writing, through personal meetings, and meetings with groups and requires considerable persuasiveness and resourcefulness to influence the behavior of others.

Has access to department-related confidential information including personnel records, pending public health-related law suits, criminal investigations and other sensitive information.

Errors in either the technical application of recognized public health procedures, or in the interpretation of related information, could seriously endanger public health and safety, result in inadequate conditions of sanitation, have legal and financial ramifications, and cause adverse public relations for the department and for the Town.

**Essential 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).*

Under the direction of the Director of Health and Community Services and Board of Health, the Assistant Health Director:

Assists the Director of Health and Community Services with planning, coordinating and administering public health programs of the Town.

Conducts inspections of residential and commercial properties in accordance with state and local public health laws and regulations. Jurisdiction includes, but is not limited to: housing, lead paint, food establishments, retail tobacco establishments, body work establishments, body art establishments, Title V, rubbish haulers, swimming pools, summer camps, nuisances, and facilities that use or store hazardous materials.

Issues various licenses and permits based on application review, site inspections, and evaluation of the issues involved. Prepares related reports and records.

Supervises the enforcement of Title V of the State Environmental Code, requiring inspection and approval of septic system installations and repairs. Coordinates site evaluations, soil test witnessing. Interviews applicants prior to the issuance of septic system installer licenses.

Reviews preliminary and definitive subdivision plans to determine whether or not any areas shown on the plan cannot be used for building sites without injury to public health. Drafts Board of Health reports.

Investigates reports of communicable diseases within the Town, reporting to state agencies as required and enforcing isolation and quarantine requirements as necessary.

Oversees Town's Hazardous Waste collection.

Investigates complaints regarding potential violations of state and local codes, rules and regulations relating to public health. Completes related reports and records and takes all necessary action to enforce related regulations.

Oversees public health nursing services, including coordination of flu vaccine clinics for residents and Town staff.

Responds to questions/concerns/complaints regarding the Health Department, its programs, local/state rules and regulations, and general public health issues.

Regular attendance and punctuality at the workplace are required.

Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

Bachelor's degree in biology, public health, or related field; three to five years of progressively responsible experience in public and/or environmental health; with some supervisory experience preferred; or any equivalent combination of education and experience.

**Special Requirements:**

Certification (or ability to be certified within 6 months) as a Registered Sanitarian, Soil Evaluator, Systems Inspector and Certified Pool Operator in the Commonwealth of Massachusetts.

Possession of a valid motor vehicle operator's license.

**Knowledge, Ability and Skill:**

*Knowledge:* Comprehensive knowledge of the practices and administration of public health. Extensive knowledge of the applicable state and local laws and regulations relative to public health. Comprehensive knowledge of the state sanitary codes. Extensive knowledge of public health related field such as epidemiology, disease prevention, environmental health, and/or industrial hygiene.

*Ability:* Ability to read, analyze, and interpret common health and medical journals, financial reports, and legal documents. Ability to delegate responsibility and work well with subordinates. Ability to work effectively under time constraints to meet deadlines.

*Skill:* Imagination, innovation and judgment relating to planning and achieving department goals. Skills in operating above-mentioned equipment. Good customer service skills.

**Physical Requirements:**

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. Employee is regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common objects. Must be able to access all areas of structures to be inspected; traverses uneven terrain. Operates a keyboard at an efficient speed. May lift and/or move objects weighing up to 10 pounds such as books, equipment, supplies, etc. May spend a significant portion of shift standing and/or walking. Vision and hearing at or correctable to normal ranges. Communicates verbally and in writing.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).*