



## **Employment Opportunity**

### **Assistant Health Director TOWN OF BEDFORD**

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The Town of Bedford seeks a skilled professional for the position of Assistant Health Director for the Board of Health. The Assistant Health Director works under the direction of the Health and Human Services Director to ensure the protection of public health and the control of disease by conducting inspections and managing environmental health programs.

Responsibilities include, but are not limited to, conducting inspections and plan reviews of food service/retail establishments and reviewing applications and issues permits for temporary food events; performing housing inspections in accordance with Chapter II of the State Sanitary Code; inspecting barns, kennels and permitted locations where animals are kept in accordance with state and local regulations; responding to environmental and nuisance complaints; conducting annual trainings to support permittees; inspecting and permitting public and semi-public swimming pools, the bathing beach and camps; inspecting body art facilities and managing various consultants who support the food inspection, biosafety and household hazardous waste programs.

Ideal candidates should have knowledge of principles and practices of environmental sanitation (biological) sciences and applicable Federal, State and local laws, codes and regulations and have the ability to communicate clearly and concisely both verbally and in writing.

Requirements include a bachelor's degree in Public Health, Environmental Health or related field; three to five years' experience in public health, environmental health or a related field; supervisory experience in public health code enforcement activities is preferred. Candidates must hold a valid Class D State Driver's License and have their own vehicle for daily use; the possession of, or ability to obtain, the following licenses/certifications: Lead Paint Determination, Certified Pool Operator, Certified Food Protection Manager and Soil Inspector/Evaluator; certification as a Certified Health Officer, Registered Environmental Health Specialist or a Registered Sanitarian, or ability to acquire certification within 2 years.

Entry FY23 salary range for this position is \$65,995 - \$76,717, depending on experience and education. The hours for this 40 hour/week position are Monday, 8:00 a.m. to 7:00 p.m., Tuesday through Thursday, 8:00 a.m. to 4:00 p.m. and Friday, 8:00 a.m. to 1:00 p.m. Attendance at monthly evening and occasional Saturday meetings and programs is required. The Town of Bedford offers a comprehensive benefits package. The Town of Bedford offers a comprehensive benefits package.

Please complete the Town application at <https://ma-bedford.civicplus.com/Jobs.aspx>  
Questions about the position may be directed to [humanresources@bedfordma.gov](mailto:humanresources@bedfordma.gov)

Applications will be reviewed on a rolling basis and the position will remain open until filled.

The Town of Bedford Job Application and resume are required of all applicants.

Questions may be directed to  
Human Resources  
[humanresources@bedfordma.gov](mailto:humanresources@bedfordma.gov)

**The Town of Bedford is an Affirmative Action / Equal Employment Opportunity Employer.**