



Town of Salisbury
5 Beach Road
Salisbury, Massachusetts 01952

Assistant Town Manager
Human Resources
5 Beach Road
Salisbury, MA 01952
(978) 462-8232
Extension 125

PUBLIC HEALTH DIRECTOR

POSITION OVERVIEW

POSITION: Public Health Director

DEPARTMENT: Health Department

HOURS OF WORK: 38 Hours Weekly

CLASSIFICATION: Full-Time

COMPENSATION: \$85,000-\$95,000, benefits eligible

The Public Health Director is the professional, administrative, supervisory, and technical inspection expert responsible for managing the Town's health inspection services, public health matters, and disease control programs. They are also responsible for enforcement of public health laws and regulations. Additionally, they act to promote awareness about pollution and proper sanitary conditions to protect the public and the environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are illustrations of the type of work 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:

- Enforces federal, state, and local public health laws and regulations for the Town
- Inspects houses, motels, pools, nursing homes, camps, restaurants, and others related establishments
- Reviews sub-division plans, building permits, food service plans and others when related to health
- Investigates establishments and homes in response to complaints to correct public health hazards
- Supervises the observance of quarantine regulations or other communicable diseases
- Investigates and submits reports to the appropriate agency regarding communicable diseases
- Reviews and approves inspection reports and monitors compliance and enforcement actions
- Organizes and assists in the administration of clinics and other preventative programs
- Conducts public health training for various organizations
- Represents the Board of Health (BOH) in the normal course of business and during emergencies
- Represents the Town and BOH in legal proceedings to ensure compliance to applicable laws
- Creates and maintains programs/procedures for record keeping, licensing, and inspections
- Evaluates departmental procedures and monitors fee collection activities
- Monitors the health status of the population along with changing regional and national trends
- Receives, routes, and keeps track of citizen public health service requests and complaints
- In accordance with Title V, inspects septic systems and private sewer collection and disposal systems
- Advises owners as necessary relating to private septic systems and their associated requirements
- Investigates private water supplies for conformance with state and local regulations
- Oversees provision of potable water supplies to the public in according to local, state, and federal laws
- Responsible for managing administrative assistants and part-time inspectors
- Oversees and works with the public health nurse to review and respond to MAVEN cases
- Monitors and calibrates required storage temperatures for vaccines distributed by the BOH
- Responsible for managing the Animal Control officer and providing back-up when necessary
- Works with the ACO to establish animal control policies and procedures for an effective program
- Attends professional meetings and training programs to stay current with changing laws and practices
- Works with the Health Communities Collaborative on tobacco control programs
- Works with local and state emergency preparedness personnel before and during emergencies
- Participates on behalf of the Town in the regional HMCC

- Prepares and administers the annual operating budget and the department's annual report

REQUIRED CERTIFICATIONS

The Health Director must have and maintain the following certifications or, at the discretion of the Town Manager, will be required to obtain these certifications within six (6) months of hire:

- State Certified Health Officer (CHO)
- Certified Title 5 Septic Inspector
- Certified Food Protection Manager
- Lead Determination Inspector
- Certified Soil Evaluator
- Certified Housing Inspector
- REHS/Registered Sanitation
- Certified Pool Operator

REQUIRED SKILLS AND QUALITIES

- Ability to enforce and interpret regulations firmly, tactfully, and impartially
- Ability to communicate effectively orally and in writing
- Ability to use Microsoft Excel, Word, and PowerPoint
- Ability to use a computer with Windows 7
- Ability to interpret legal documents, statutes and regulations
- Ability to work as a team to accomplish tasks
- Excellent planning and organizational skills
- Excellent customer service and multi-tasking skills
- Strong interpersonal skills

MINIMUM QUALIFICATIONS

To be considered for this position, applicants must have at a minimum the following:

- Three (3) to five (5) years of experience in public health
- Two (2) years of experience in administering health inspections and enforcement
- Two (2) years of experience managing employees in a professional setting
- Reliable mode of transportation/valid driver's license
- Ability to pass a CORI and background check
- Must be allowed to work in the MAVEN system

DESIRED QUALITIES AND QUALIFICATIONS

Applicants will gain special consideration if they have the following qualities or qualifications:

- Bachelors in public health or a related field
- Experience administering sanitary code, subsurface sewage disposal, solid waste disposal, air/water quality
- Experience with animal control laws
- Experience managing health agents for a Massachusetts municipality
- Trained in MAVEN system usage

SUPERVISION

Reports to the Town Manager or his/her designee.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work environment is similar to an office environment and includes varying levels of noise from visitors, telephones, office equipment, and computers. Must be able to use computers, telephones, and other office equipment as required. Must be able to perform this job through regular interruptions in workflow. Environment includes interacting with co-workers, other town employees, residents, contractors and interest groups. Work environment also includes the ability to traverse uneven terrain and the ability to work outside in all types of weather that is common to the New England Region. Must be comfortable visiting personal homes and businesses. Standing, walking, bending, crouching, seeing, hearing, talking, carrying, climbing and the ability to lift 20lbs is required. Reasonable accommodations may be made to help individuals with disabilities to perform the essential functions.

APPLICATION INSTRUCTIONS

Interested applicants are asked to send a cover letter, resume, and three references, in PDF format, with the subject line "Public Health Director Position" to jobs@salisburyma.gov. Applicants will be notified before references are called. Position open until filled.

The Town of Salisbury is an EEO/ADA Employer