

Town of Hull

Job Description

Position Title:	Director of Public Health	Grade Level:	M7
Department:	Board of Health	Date:	05/08/2024
Reports To:	Town Manager	FLSA	Exempt

Summary: The Public Health Director provides administrative management and technical oversight of the town’s public health programs; enforces public health laws and regulations; supervises nursing and inspectional services; and all other work as required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Responsible for all activities and functions related to the Board of Health Department; supervises the day-to-day activities of the department; supervises the public health nurse/code enforcement officer and the clerk/office manager.
- Enforces federal, state, and local public health laws and regulations for the Town.
- Member of the emergency management team and works with local and state emergency preparedness personnel before and during emergencies.
- Oversees the coordination of the vaccination clinics and ordering of vaccines.
- Enforces rules and regulations of the State Sanitary Code pertaining to the manufacturing, processing, storage, handling, distribution, and sale of food. Inspects all food establishments at least twice a year.
- Conducts administrative hearings when violations to Sanitary Code and Town By-Laws are determined to exist or when complaints are received. Represents the Town and BOH in legal proceedings to ensure compliance to applicable laws.
- Organizes all BOH hearings, attends all meetings, provides testimony and makes recommendations, when required, in such matters before the Board of Health and other Boards.
- Enforces local rules for the prevention and abatement of nuisances. Investigates and substantiates all complaints of alleged nuisances.
- Assists citizens with complaints or requests for information.
- Oversees and works with the public health nurse to review and respond to MAVEN cases; Monitors the health status of the population along with changing regional and national trends.
- Cooperates with the Mass. Dept. of Public Health and the local water agency in the protection of the water supply; Collects beach water samples during the summer months for testing and delivers them to the lab for analysis.
- Responsible for permitting and inspecting food establishments, pools, camps, residential homes, inns/lodges and tobacco sales in accordance with state and local laws and regulations. Investigate any smoking complaints. Reviews and approves inspection reports and monitors compliance and enforcement actions.
- Prepares and administers the department’s annual operating budget and the annual report; Responsible for presentations when necessary to various boards or committees; Evaluates departmental procedures and monitors fee collection activities.
- Distributes public health information to the community through the website, social media, cable and the media. Works with school authorities in the establishment and implementation of health instruction of all school children.
- Promotes and enforces regulation 105 CMR 410.00 (State Sanitary Code) minimum standards of fitness for human habitation.
- Reviews all plans for building and swimming pool construction, inspecting terrain and location of septic

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- systems, witnessing percolation tests and observation holes, ensuring compliance with the Sanitary Code.
- Assists Animal Control Officer when deemed necessary.
- Inspects areas of potential insect and rodent infestation when it occurs. Will act immediately to abate all conditions which create, or potentially create, insect and rodent threat.
- Responds to hazard spills, underground fuel storage tank leaks, fires, illegal dumping of construction/demolition waste and takes appropriate action. Must be available to respond to “emergency” health situations.
- Burial Agent. Signs all death certificates and issues burial and removal permits to undertakers.

Supervision Required: Works under the general supervision of the Town Manager and the policy direction of the Board of Health, but most day to day work is performed independently.

Confidentiality: Works with confidential and sensitive information and data which may have significant effect on community if disclosed inadvertently or prematurely relating to but not limited to health issues and similar matters.

Supervisory Responsibility: Supervises professional, technical and administrative staff in the Board of Health Department; formulates office policy, training, work assignments and performance evaluations.

Judgment: Guidelines may be in the form of administrative or municipal policies, general principles, legislation, or directives that pertain to the Board of Health. The employee is recognized as the department’s authority in interpreting the guidelines, in determining how they should be applied, and in making recommendations for operating policies, standards, or criteria.

Complexity: Work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The work environment is typical of a professional office, involving moderate noise levels and frequent interruptions. Work environment also consists of field work which includes the outdoor weather conditions as well as examining unpleasant structures, exposure to machine related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, toxins, and communicable diseases. The employee is required to work beyond normal business hours in order to attend evening meetings and in response to emergency situations.

Nature of Public Contacts: The employee has constant interaction with local, state, and federal government officials, community leaders and any other individuals to protect and promote the municipality's overall interest. The employee must possess a high degree of diplomacy and judgment. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the financial wellbeing of the municipality.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, and danger to public safety and legal repercussions to the Town.

Occupational Risks: Duties of the job present little potential for injury to the employee. Risk exposure is similar to that found in a municipal office setting and, in the field, observing public health inspections and matters.

Recommended Minimum Qualifications:

Education and Experience: Bachelor’s degree in Health Science, public health nursing, or equivalent; and three to five (3-5) years’ prior work experience in the public health, building or code enforcement field; and minimum three (3) years of supervisory experience; or any equivalent combination of education, training and experience.

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Knowledge, Abilities and Skill:

Knowledge: Knowledge of Town ordinances and state laws/regulations pertaining to the enforcement of health and safety codes and public nuisance complaints. Knowledge of municipal budgetary functions; knowledge of emergency preparedness practices and procedures as they apply to health services; working knowledge of department inspection and permit practices; knowledge of Microsoft Office Suite.

Abilities: Ability to develop effective working relationships with department personnel, subordinates and with the general public; ability to express oneself clearly and concisely orally and in writing with honesty and integrity; Ability to enforce and interpret regulations firmly, tactfully, and impartially; Ability to use Microsoft Suite and department related software.

Skill: Excellent organizational and planning skills; excellent written and oral communication skills.

Special Requirements: Food Manager Certification/Serve Safe Certified; Certified Pool Operator (CPO); valid Massachusetts Class D Motor Vehicle Operator's License; own transportation and proof of insurance; availability for night/weekend coverage as need for emergencies; Certified Health Officer (CHO) preferred; Registered Sanitarian (RS) preferred; Certified Soil Evaluator approved by Massachusetts Department of Environmental Protections or ability to obtain certification within three (3) years of appointment; and as a condition of employment, must complete a CORI examination.

Physical and Mental 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 position's essential functions.

Physical Skills: Work is conducted in both an office and a field environment. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, standing, and smelling. Physical agility required to access all areas of inspection site. There may also be some occasional lifting of objects such as office equipment and computer paper.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills in order to perform activities such as operating a telephone system, personal computer, office equipment, computer keyboarding, filing and/or sorting of papers.

Visual/Auditory Skills: The employee is required to routinely read documents, blue prints, personal computer screens and written reports for general understanding and for analytical purposes. The employee must have the auditory ability to listen and comprehend.

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.