

**Town of Brewster, Massachusetts
Job Description**

Position Title:	Health Director	Grade Level:	Personnel Bylaw, IV
Department	Health Department	Date:	May 2019
Reports to:	Board of Health/Town Administrator	FLSA Status	Exempt

Statement of Duties: The Health Director is responsible for overall management of the Board of Health office and staff, educating residents, enforcing public and environmental health, federal, state and local laws and regulations, and performing and supervising a variety of inspection services. Employee is required to perform all similar or related duties.

Supervision Required: Employee works under the policy direction of the Board of Health in accordance with federal, state and local laws and regulations pertaining to Public and Environmental health; reports to the Town Administrator with respect to personnel, financial, and administrative practices. Consults with supervisor where clarification, interpretation, or exception to municipal policy may be required. The Health Director is subject to the Town of Brewster Personnel By-Laws and Procedures as in effect or amended.

Supervisory Responsibility: Employee is accountable for the direction and success of programs and/or activities accomplished by others. Responsible for analyzing program objectives, determining work operations needed to achieve them, estimating financial and staff resources required, allocating available funds and staff, reporting periodically on the status of program objective; and recommending new goals. Delegates authority to subordinates and holds them responsible for results. Works cooperatively with the Town Administrator, or designee, in personnel activities, including hiring, training, and disciplining of employees. In general, supervises the equivalent of approximately five or fewer full-time employees; supervises part-time, seasonal and volunteer staff.

Confidentiality: Employee may have access to confidential information such as communicable disease records, legal records, personnel files, criminal records/investigations, and client records in accordance with State Public Records Law.

Accountability: The nature of the profession or technical work means that errors in analysis, techniques, or recommendations might be difficult to detect. Consequences of errors, missed deadlines or substandard judgment could result in adverse public relations, danger to public health/safety, jeopardize programs, or legal repercussion to the Town.

Judgment: Employee is recognized as department or functional area’s authority in interpreting law, regulations, policies and guidelines, determining how they should be applied, and in developing operating policies. Good judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to respond to new or unusual requirements within the limits of guidelines or policies.

Complexity: Work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, and integrating activities and programs. The work requires

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employing varied concepts, theories, principles, techniques and practices. Tasks typically concern such matters as studying trends for application to the work, assessing services, and recommending improvements.

Work Environment: Administrative work is performed under typical office conditions. Field work is conducted in varied weather conditions with exposure to occupational risks, machines or related noise, and requires travel. Conditions may include hazards associated with construction and other sites; potential exposure to communicable diseases, animals, waste and chemicals; working near moving mechanical parts; and odors, mold, dust, dirt or grease. Employee may be required to work outside regular business hours to complete supervisory duties, attend meetings or participate in emergency responses.

Nature and Purpose of Public Contact: Employee has frequent contact with co-workers, the public, government officials, boards, contractors and those conducting business, community leaders, Barnstable County personnel, and others. Contact may be with others who have differing views, requiring diplomacy and negotiation to achieve compromise, support, acceptance or compliance. Employee will communicate departmental policies, practices, and regulations tactfully, and discuss sensitive matters and seek cooperation when possible, while enforcing laws or regulations. Employee must be able to work effectively with people from varied backgrounds and represent the municipality in a professional manner in matters which may influence the well-being of the community. Employee will promote the highest quality of assistance and transparency to the public

Occupational Risk: Duties generally do not present an occupational risk when carried out in an office setting. Personal injury may occur when conducting field inspections and/or work. Employee is required to follow all safety precautions such as wearing Personal Protective Equipment (PPE), protective clothing, safety boots, gloves, hard hats, masks. Failure to follow safety protocols could result in personal injury.

Essential Functions:

The essential functions or duties listed here are intended only as examples of the 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 employee.

Oversees operations and daily activities of the Health Department. Supervises staff; directs and instructs staff as to schedules, methods, standards of performance, rules and regulations, safety precautions and other matters affecting their work.

Represents the Board of Health in the conduct of department business and in emergencies, attends meetings of the Board of Health, and other meetings as required. Provides guidance and research assistance to Board of Health prior to and during meetings. Prepares Board of Health agendas with guidance of Board of Health Chair, prepares Board information packets, and provides follow-up correspondence and enforcement.

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Prepares and recommends regulations for adoption by the Board of Health.

Creates and maintains procedures for improved methods of record-keeping, licensing, control, evaluation and fee collection to monitor the health status of the population and to assure the quality of the Town's public health activities.

Performs site inspections of building lots; evaluates soil tests and percolation tests to determine suitability for sewage disposal systems; reviews plans for sewage disposal facilities; issues permits and inspects installation and repair of septic systems; works with installers and engineers to ensure that sewage disposal systems conform to and function properly in accordance with state Title 5 and local requirements.

Enforces Federal, state and local regulations pertaining to public health and environmental protection including but not limited to Title 5 State Environmental Code, state and Federal food code, state sanitary code, minimum standards for bathing beaches, tobacco control programs, private well regulations, and any other regulations adopted by the Brewster Board of Health.

Investigates reports of infectious/communicable disease and foodborne illness; maintains accurate records of reportable diseases and informs authorities.

Advises other Town boards/personnel on public health and environmental issues.

Coordinates immunization programs and community health nursing programs; enforces isolation/quarantine. Issues appropriate health department permits and licenses; serves as Town's burial agent.

Addresses complaints and investigates alleged nuisances; recommends direct corrective actions for nuisances dangerous to public health.

Inspects dwelling units, investigates and initiates corrective measures to eliminate unsanitary living conditions; initiates legal action and appears in court as necessary.

Inspects food establishments, recreational camps for children, public pools and beaches, and other areas required by law.

Maintains public health records and prepares monthly and annual reports; prepares budgets. Helps develop, implement, and exercise emergency response plans in coordination with Town's Emergency Management Director and the Massachusetts Department of Health.

Maintains regular office hours to provide highest quality of service and information to the public.

Serves as agent to the Water Quality Review Committee; coordinates meetings and maintains records.

Represents Brewster in regional health planning initiatives.

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Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree in relevant field with five years experience; Master's degree in relevant field; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements/Licenses:

- Registration as a Mass. Registered Sanitarian within one year of hire.
- Certified Massachusetts Health Officer (CHO) within three years of hire.
- Foundation for Local Public Health Practice ("Foundations") course within one year of hire, if fewer than five years of experience in a health department.
- Massachusetts Virtual Epidemiologic Network (MAVEN) training within one year of hire.
- Certified Soil Evaluator (CSE), Pool Operator (CPO), and Food Protection Manager.
- Valid driver's license.

Knowledge, Abilities and Skill

Knowledge: Employee will have knowledge of:

- Public health practices and administration.
- Applicable federal, state and local laws and regulations relevant to public health. State sanitary codes and water quality regulations.
- Public health fields including epidemiology, disease prevention, and environmental health.
- Technology such as office software applications and geographic information systems (GIS).

Ability: Employee will have the ability to:

- Establish/maintain effective working relationships with people from all backgrounds.
- Develop innovative, cost-effective programs to meet community needs.
- Prepare and administer budgets.
- Recruit, train, and supervise subordinate personnel effectively.
- Utilize data in design and evaluation of programs.
- Prepare reports and maintain records in an organized manner.
- Work tactfully and diplomatically with members of the public.
- Works well in a team.
- Manage confidential information.
- Function independently within scope of municipal and department policies and goals.
- Perform required inspections.

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- Interpret and enforce laws and regulations.
- Resolve problems and emergencies effectively.
- Enforce regulations and laws in a consistent, fair, and impartial manner.
- Ability to manage/direct multiple tasks at once.

Skill: Employee will possess effective:

- Interpersonal skills including employee relations.
- Communication skills (verbal and written).
- Planning and organizational skills.
- Customer service and public relations skill.

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 position's essential functions.*

Physical Demands: Minor to moderate physical effort required while performing field work; must be able to access all areas of inspections sites. Employee may be required to, lift/move objects up to 30 pounds. Frequently required to walk, sit, stand, bend, reach, kneel, climb and balance.

Motor Skills: Duties are largely mental rather than physical, but the job may require motor skills with finger dexterity to perform tasks such as moving objects, operating a telephone system, computer and/or other office equipment, keyboarding, and handling of papers.

Visual Demands: Vision requirements include ability to read documents, observe field situations, determine colors, and operate a motor vehicle.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.