

Position Purpose:

Performs professional, administrative, technical and inspection work related to protecting public health. Performs all other related work as required.

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.)

- Acts as staff liaison to the Board of Health. Advises the Board on technical issues and attends all Board meetings.
- Responsible for carrying out measures for protecting public health, including administering, and enforcing local and state laws and regulations related to environmental health by performing sanitary inspections of food establishments, public pools and beaches, housing, lodging establishments, nursing homes, group residences, child-care facilities, places of assembly, schools and other areas required by law for compliance with state and local laws.
- Conducts inspections of building lots, evaluates soil tests and percolation tests to determine suitability for sewage disposal facilities. Approves such plans and inspects installation.
- Develops, manages, and monitors the annual operating budget for the Department.
- Manages the Town of Sterling MAVEN and MIIS accounts. Communicates communicable disease follow-up and tracking.
- Conducts emergency preparedness planning for the Town and collaborates with local emergency planners to create and drill emergency plans for all hazards including but not limited to pandemics, clinics, and shelters.
- Creates and distributes educational materials for the general public, conducts workshops and informational sessions as practicable and serves as informational resource on public and environmental health issues.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

Bachelor's Degree in Public Health, Environmental Health/Science, or related field; three to five years related experience in public or environmental health; or an equivalent combination of education and experience. Must possess a valid Massachusetts Driver's License with good driving record. Soil Evaluator, Title 5 Inspector and ServSafe Food and Allergen Certification.

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 environmental and public health. Comprehensive knowledge of the state sanitary codes. Knowledge of public health related field such as epidemiology, disease prevention, environmental health, and/or industrial hygiene. Thorough knowledge of approved methods and equipment used in handling food and milk. Thorough knowledge of current inspection and disease control procedures.

Ability: Ability to read, analyze and interpret common health and medical journals, financial reports, and legal documents. Ability to handle multiple tasks. Ability to communicate effectively and efficiently

verbally and in writing at all times. Ability to remain calm, concentrate and perform all responsibilities in a competent manner at all times. Ability to work effectively under time constraints to meet deadlines.

Skill: Excellent oral and written communication skills. Proficient computer skills and software applications to include word processing, graphics, report generation, spreadsheet design, database sorting, statistical, financial, and budgeting.

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

While performing the duties of this job, minimum physical effort is required to perform administrative duties. Frequent inspection work is performed in the field, with exposure to variable weather conditions, loud noise and exposure to potentially dangerous materials, communicable diseases, and hazardous waste. The employee is frequently required to stand, walk, sit, speak, and hear, reach with hands and arms, use hands to operate equipment, stoop, and bend. Employee may occasionally lift and/or move objects weighing up to 60 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and carrying out assignments.

Supervision Received: Works under the administrative direction of the Board of Health and performs responsible functions of a complex and technical nature involving the exercise of judgment in the interpretation and application of public health practices, laws, and regulations to frequently changing conditions and problems.

Supervision Given: Supervises three positions.

Job Environment:

- Administrative work is performed under typical office conditions; regular field work is performed with some exposure to variable weather conditions, loud noise, and hazards such as hazardous waste.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment, and an automobile and hand tools.
- Contacts are by phone, through correspondence in writing and email, and in person; contact is with Police, Fire, Building, Conservation and Council on Aging departments, and consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Has access to department confidential department-related information.
- Errors could result in personal injury, damage to buildings and/or equipment, delay or loss of service, monetary loss, and legal repercussions.

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.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer