

Town of Montague Health Director

Apply by November 3 at 12:00 PM

The Town of Montague is seeking qualified applicants for the position of Health Director. The Health Director reports to the Montague Board of Health and works closely with other Town departments and local/regional collaborators. The Health Director manages department operations and staff, including full and part-time staff including an Administrative Assistant, Health Inspector, Public Health Nurse, and Animal/Barn Inspector. As supervisor, the director establishes work procedures, provides performance feedback, hires and orients new employees, schedules work and grants time off.

The Health Director will understand and enforce all regulations, codes and laws pertaining to public health. Accordingly, s/he oversees or conducts required inspections including, but not limited to, food establishments, housing, swimming pools, recreational camps for children, Title V, and body art establishments. The director investigates alleged violations; writes legally binding orders to correct, either independently or in collaboration with other officials; and conducts re-inspections to ensure compliance with orders and codes. The Health Director represents the Town in Housing Court as necessary. The Health Director works with neighboring communities regarding public health emergency preparedness. The Health Director may be called upon to respond to other public health priorities as directed by the Board of Health.

Preferred qualifications for this position include a bachelor's degree in public health, environmental science, biology or related field, and 3 to 5 years of experience in public health inspection and enforcement work – or an equivalent combination of education and experience. Candidates should have knowledge of: The Code of Massachusetts Regulations, (CMR) Massachusetts General Laws (MGL), Local Board of Health Regulations and local by-laws as they pertain to public health. Familiarity with permitting software preferred, proficiency with Microsoft Office required.

The candidate should additionally hold the following licenses and certifications, or possess any credentials necessary to allow them to be obtained within one year of hire: MA Registered Sanitarian and/or REHS/RS, DEP Soil Evaluator (CSE), DEP Septic System Inspector, Certified Swimming Pool Operator (CPO), Certified Food Manager, Certified Lead Determinator. A valid driver's license is required upon hire. Locally relevant second language skills would be a plus.

The Health Director is a full-time, 35-hour per week benefitted position that ordinarily works Monday - Thursday. The job will require attendance at some evening meetings, Friday or weekend events, and being on-call for emergencies as required. The Town of Montague offers an attractive benefits package, including health, dental, life, and long-term disability insurance, pension, deferred compensation, and paid vacation, sick and personal time. Salary range \$62,170 to \$76,139 depending on qualifications and experience.

The Town of Montague is an equal opportunity employer and is interested in candidates from a diverse range of cultural ethnic, and racial backgrounds, and who are otherwise well-prepared to understand and address the needs of the diverse population we serve.

Interested candidates should submit a resume and letter of interest to Michael Nelson, Search Committee Chair C/O Anne Stuart at: healthclerk@montague-ma.gov.

Full Job Description is available at: <https://www.montague-ma.gov/p/1506/Health-Director>

POSITION TITLE:	Director of Public Health	DATE:	October 2022
DEPARTMENT:	Board of Health	GRADE:	
REPORTS TO:	Chair, Board of Health	FLSA:	Exempt

Statement of Duties

Position performs complex administrative, supervisory and professional work in managing the Health Department. Responsibilities include supervising department operations and employees, inspecting premises, investigating alleged public health violations, issuing permits, representing the Town in housing court, enforcing regulations and codes, interpreting and explaining codes and regulations to the public and town officials, preparing and administering department budget, compiling reports and related documentation.

Supervisory Responsibilities

Position is responsible for the supervision of 1 to 4 full-time equivalent employees in the positions of Administrative Assistant, Health Agent/Sanitarian, Public Health Nurse, Health Inspector, Animal Inspector/Barn Inspector and Burial Agent. As the supervisor, the employee establishes work procedures and performance standards, provides performance feedback, hires and orients new employees, schedules work and grants time off, provides training and development, assigns/reviews work, conducts formal performance reviews, and coordinates discipline.

Supervision/Guidance Received

Employee establishes long and short-range plans and objectives, personal performance standards and assumes direct accountability for department results. Consults with supervisor on a regular basis, as well as when clarification, interpretation, or exception to municipal policy may be required. Employee exercises control in the development of departmental policies, goals, objectives, and budgets. Employee is expected to resolve all conflicts that arise and coordinate with others as necessary. Employee has access to confidential lawsuits, criminal investigations, and personnel files of the department.

Job Environment

Position requires examining, analyzing and evaluating facts and circumstances surrounding individual situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Position requires understanding, interpreting, and applying complex federal, state, and local health and environmental regulations. Work consists of the practical application of a variety of concepts, practices, and specialized techniques as they relate to position’s functions. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; or determining the methods to accomplish the work.

Errors can result in personal injury/loss, delay of service, injury to others, legal repercussions or monetary loss.

Position has constant contact with the public in writing, on the phone and in person for the purpose of receiving calls and visitors; responding to inquiries, requests or complaints; scheduling appointments; inspecting premises and ensuring compliance with laws and regulations; issuing permits; or providing information and assistance regarding department policies and procedures. Position has daily contact with other town departments for the purpose of giving or receiving information and assistance, coordinating tasks, and scheduling appointments.

The employee provides professional liaison support to the Board of Health including coordinating the Board's work; establishing meeting agendas; making recommendations and proposals; and assisting in the implementation of the Board's decisions. Works with the Board to establish short-term and long-term goals/plans; processes with the Board the implementation of new practices and policies; and provides recommendations for appointments to the Board.

Position Functions

The essential functions or duties listed below are intended only as illustration 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, or extension of, the position.

Essential Functions

1. Receives and reviews applications for permits; issues and/or denies permits according to compliance with public health laws and department policies and procedure requirements.
2. Interprets and explains complex public health laws and town by-laws to the public.
3. Responds to any event that may threaten public health including inadequate housing, outbreaks of food borne illness or communicable diseases, water quality or other threats.
4. Inspects houses, swimming pools, septic systems, recreation camps, tanning salons, body art establishments, private wells, and food service establishments, to ensure compliance with public health laws.
5. Provides education and training to the public in areas of public health, illness and disease prevention, safety and related areas.
6. Enforces laws and by-laws; responds to complaints of violations; investigates alleged violations and issues notices of violations and/or fines or takes appropriate legal action as deemed necessary.
7. Writes "Orders to Correct" to responsible parties and enforces orders, seeking court involvement when necessary.

8. Attends Board of Health meetings and offers advice regarding public health issues.

Recommended Minimal Qualifications

Education and Experience

A candidate for this position should have a Bachelor's Degree in Public Health, Environmental Science, Biology or related field and 3 to 5 years of experience in public health inspection work; or an equivalent combination of education and experience.

Additional Requirements

A candidate for this position must have the following licenses or certifications, or be able to obtain them within one year of hire: Massachusetts Registered Sanitarian, Department of Environmental Protection Soil Evaluator, Department of Environmental Protection Septic System Inspector, Certified Swimming Pool Operator, Certified Food Handler, Certified Lead Determiner, and must at the time of hire possess a valid driver's license.

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of the following:

- Massachusetts General Laws and local by-laws as they pertain to the position (including, but not limited to, water safety, lead paint poisoning, noise control)
- Communicable diseases, their symptoms, incubation times
- Private well water safety and waste water treatment
- CORI and SORI testing requirements
- Biological emergency response procedures
- Principles of Health Equity and understanding of how policies and systems can favor and disfavor particular populations.

Skill in:

- Inspecting sites, interpreting technical codes and regulations and determining compliance
- Reading engineering plans for on-site waste water treatment
- Strong communication, customer service and organization skills
- Administrative and supervision skills

And the ability to:

- Communicate firmly, tactfully and impartially
- Prepare and administer department budget
- Oversee the work of contractors and engineers
- Enforce and determine compliance with codes and regulations
- Communicate effectively when testifying in court
- Work in a team with municipals and non-municipal colleagues and members of the public

Tools and Equipment Used

- Equipment operated includes automobile, hand tools, office machines, and computers.

Physical Requirements

The physical demands listed here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations are considered to ensure individuals with disabilities can perform essential functions.

Minimal physical effort is required to perform administrative duties. Employee is required to sit, stand, walk, talk, listen/hear and use hands regularly, and taste or smell routinely.

Vision requirements include the ability to read routine documents for analysis and general understanding, to read maps and plans, to perform laser measurements, and use a computer.

Work Environment

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodations are considered to ensure individuals with disabilities can perform essential functions.

Employee works in a moderately noisy office setting and when in the field the employee may be exposed to outdoor weather conditions, extremes of heat and cold, moving mechanical equipment and construction, toxic or caustic chemicals, fumes or airborne particles, potentially dangerous people or situations, and exposure to diseases and biohazards.

Workload is relatively stable with seasonal surges that can usually be planned for in advance. Employee should expect to work outside of normal business hours and/or at night at least four nights per month year and may be required to work weekends. Employee is required to respond to emergency situations regardless of time of day.

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.

Approved:

Town Administrator

Date _____

Date _____

Board of Health Chair