



## **Job Description**

Position: Director of Public Health  
Primary Location: Town Hall  
Employment Status: Full-time, Salaried, Exempt  
Reports To: Board of Health  
Description Updated On: November 7, 2021

### **Summary/Objective**

The Director of Public Health is responsible for technical inspection work in planning and managing the town's public health, control of disease programs, promotion of sanitary conditions and the protection of the environment from damage and pollution; participates in emergency management and bioterrorism planning and response and in designing and implementing preventative health and environmental programs. The employee is required to perform all similar or related duties and supervises full time employees.

### **Essential Functions**

- Enforces state and local public health laws and regulations in accordance with respective statutes, regulations, and policies including the provision of a Tobacco control and Mosquito Control Program; represents the Board of Health in the normal course of conducting business and in emergencies.
- Monitors reports from Massachusetts Mosquito Control Project relating to control of West Nile Virus, Eastern Equine Encephalitis, and rabies control programs from the Massachusetts Department of Public Health (MDPH) for adoption by Board of health and other Town departments.
- Creates and maintains programs and procedures for improved record systems, 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; receives, routes and keeps track of citizen service requests and complaints.
- Reviews and inspects septic systems in accordance with the state's Title V regulations; inspects individual sewage disposal systems, and advises owners of proper disposal; investigates private water supplies for conformance with state regulations.
- Oversees the Town's curbside, solid waste, and recycling program as well as the operation of a transfer facility; maintains detailed records, and oversees the collection and depositing of fees in accordance with Town policies.
- Organizes and plans household hazardous waste days.
- Inspects motels, houses, nursery schools, nursing homes, camps, trailer coach parks, recreation areas, swimming areas, horse stables and industrial plants; investigates complaints and recommends methods for correcting nuisances dangerous to the public health; supervises the observance of quarantine regulations; organizes and assists in the administration of clinics and similar prevention efforts.
- Assists in the preparation of official documents, correspondence, and purchase orders to ensure compliance with local and state laws and policies; maintains detailed and accurate files; maintains detailed and accurate records and reports of inspections and results; inspects restaurants, food handling and processing establishments; conducts educational course for food handlers.

- Prepares and submits annual operating budget and annual report.
- Performs administrative tasks including scheduling Board of Health meetings and hearings, prepares agendas and activity reports; may act as minutes clerk for Board of Health.
- Serves as the Town's burial agent.

### **Required Qualifications, Education, and Experience**

Master's degree in Public Health or similar degree with a minimum of five (5) years of related work experience in a public health program with a minimum of one (1) year in a supervisory capacity, 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. Must have a valid Massachusetts driver's license.

In addition, certifications must include:

State Registration as a Sanitarian, Registration with the Board of Certification of Health Officers of the State, Department of Environmental Protection (DEP) approved soil evaluator, Pool Operator's License, DEP approved septic inspector, licensed lead determinator, food safety, Incident Command System, Integrated Pest Management (IPM), Mass. Housing Inspector.

### **Knowledge, Skills & Abilities**

- Knowledge of the federal, state, and local laws, rules and regulations pertaining to public health; knowledge of approved methods and equipment used in handling food and milk and environmental health protection such as sanitary sewer disposal; knowledge of current inspection and disease control procedures.
- Knowledge of emerging and evolving public health issues and translational research bringing programs/plans/policies to the public to improve health.
- Must understand biological threats to health, statistical understanding of local data, and an understanding of behavioral science to determine whether/how people will change their behavior.
- Excellent planning and organizational skills; excellent employee relations and customer skills, and ability to handle multiple tasks; basic business mathematical, spelling, and negotiation skills; strong interpersonal skills.
- Ability to enforce and interpret regulations firmly, tactfully, and impartially; ability to communicate effectively, orally and in writing; ability to use a computer; ability to interpret legal documents, including statutes and regulations and building plans; ability to work with others in a teamwork approach to accomplishing tasks.

### **Physical and Mental Job Requirements**

- Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking some of the work period. Occasionally, work may require lifting heavy objects and carrying them. There may be a need to stretch and reach to retrieve materials. The work may require extended physical effort over a significant portion of the workday.
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Understand complex problems and collaborate to explore alternative solutions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have an impact on the immediate work unit's operations and/or services
  - Make decisions that have significant impact on a department's credibility, operations, and/or services
  - Make decisions that have an impact on the health and wellbeing of Townspeople.

- Communicate and exchange routine/basic information
- Communicate and explain a variety of information
- Communicate in-depth information for the purpose of interpreting, and/or negotiating
- Memorization/concentration
- Learning/knowledge retention
- Analyzing/examining/testing data
- Emotional/behavioral self- regulation
- Interacting with others

### **Work Environment**

- The functions of this role are conducted in both an office environment and field environment. Working conditions may involve exposure to intermittent machine or related noise or a combination of unpleasant elements such as loud noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Occasionally, work may be at heights, in confined or cramped quarters, or around machinery and its moving parts.

### **Hours of Work**

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek. However, this is a salaried position, and the individual is expected to work as required to complete the duties of the position. This may mean hours beyond 35 per week are required.

### **AAP/EEO Statement**

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_

Hiring Manager\_\_\_\_\_Date\_\_\_\_\_