



CITY OF WATERTOWN
PERSONNEL DEPARTMENT
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GAYLE M. SHATTUCK
Personnel Director

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VACANCY ANNOUNCEMENT

**Chief Environmental Health Officer (CEHO)/
Assistant Director**

Health Department

The City of Watertown seeks a Public Health professional to join our team. Working under the direction of the Director of Public Health, the CEHO's responsibilities include (but are not limited to): assigning and reviewing the work of health officers; conducting inspections and implementing compliance programs; investigating complaints regarding public health nuisances; evaluating and implementing existing environmental programs and resources and developing and directing new programs; supervision of technical staff and consultants overseeing the environmental health and animal control programs. Assists Director with annual budget; applying for and administering grant funding; working closely with Board of Health and other environmental groups; maintaining Board of Health records; developing and implementing environmental health and education programs; may act as hearing officer on code and local regulatory program violations; performing special projects as assigned; assisting in the development of local and regional emergency preparedness plans, representing the department on local, regional or state committees, working groups and task forces, and serving as Acting Director in the absence of the Director. Other duties as required.

Minimum Qualifications

Education and Experience: Bachelor's Degree in Public Health or related field; five years of experience as a health officer or comparable work in the field of inspectional, sanitary or environmental health code enforcement; or an equivalent combination of education and experience.

Additional Requirements: Registered Environmental Health Specialist/ Sanitarian; Certified Professional – Food Safety, MAPHIT Housing and Food Inspector Certification, Licensed Lead Determinator; Certified Food Manager; Certified Pool Operator; ICS100-300, NIMS 700, 800, Valid Massachusetts motor vehicle operator's license with a good driving history.

SALARY BEGINS AT: Expected hiring range \$75,493 – 78,941 DQE plus excellent benefits

TO APPLY: City of Watertown application form is available at www.watertown-ma.gov under Employment Opportunities. An application form with cover letter and resume is accepted by email; personnel@watertown-ma.gov, fax 1-617-923-8195 or mailed to Personnel Office, 149 Main Street, Watertown MA 02472.

DEADLINE: OPEN UNTIL FILLED

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER