

# BERKSHIRE REGIONAL PLANNING COMMISSION - POSITION DESCRIPTION

## PART I: ORGANIZATIONAL INFORMATION

<b>Position Title</b> Public Health Housing Training Specialist	<b>Effective Date of Position Description:</b> May 1, 2023
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## PART II: POSITION SUMMARY

This section summarizes the main responsibilities and requirements for all Public Health Training Specialist positions within BRPC. Specific responsibilities and requirements for individual staff persons are described in PART III.

### The main responsibilities of this position are:

#### 1. Program / Project Responsibilities:

The Public Health Training Specialist serves as a program specialist in the Public Health Program (PHP) to provide training to local Board of Health (BOH) staff or members who are conducting environmental health inspections in Public Health Excellence (PHE) shared services arrangements.

Responsibilities include the following:

#### **A. Administration Coordination**

- Help plan and coordinate the PHE Training Hub
- Provide mentorship and field training for BOH staff/members who conduct inspections
- Help plan and provide additional educational / training opportunities for the Boards of Health.
- Support Training Hub and PHP with budgeting, invoicing, deposits, and creating and filing reports.
- Work with the Public Health Program Staff to support the Alliance, BCBOHA, and Public Health Program Training Initiatives.
- Attend Board of Health meetings throughout the region as required.
- Attend required meetings with OLRH Workforce Development lead staff or other regional or state meetings related to the Training Hubs or workforce development.
- Collaborate with Local Public Health Professional Stakeholder Organizations and DPH and DEP programs to increase access to other needed training.
- Reporting as requested.

#### **B. Training Coordination**

- Identify training needs, training resources and trainers.
- Organize trainings for the relevant local public health professionals in the PHEs of the region, which includes, at a minimum, distributing announcements timely and ensuring all PHEs have equitable access to training slots, and ensuring registering and tracking system for attendees from beginning to completion, site control, and ensuring the use of DPH standards, in alignment with DPH.
- Provide inspectional services and field training/mentoring.
- Provide support for the use of online inspection systems and data management.

#### **C. Training Services**

- Provide field training on one or more areas of community sanitation, including housing inspections, food inspections, Title 5, and other environmental health functions.
- Participate in the DPH Training of Trainers and ensure fidelity/standardization of training as required by DPH.
- Help develop and deliver Public Health Program trainings.
- Work with the DPH Senior Trainers to ensure standardization of the training protocols and standard curricula; utilize MDPH curricula.

#### **D. Board of Health Support:**

- Support PHE Boards of Health by answering questions and providing training and mentoring resources
- Act as a liaison to the Alliance communities and other PHE grantees as required by DPH contract
- Help identify, plan and coordinate educational opportunities and training.
- Assist with the development of new programs and plans and funding opportunities.
- Assist with the development of new projects for the public health program and BRPC
- Support grant implantation, data collection, and reporting as required.
- Participate in and provide support for other Public Health Programs.

#### **E. Other Expertise**

- Act as a Public Health Program expert in one or more of the following: Food Protection, including maintaining FDA Standardization, Wastewater/Title 5, Housing, Recreational Camps, Pools, or other inspectional/environmental BOH services.
- As needed, assist with other BRPC Public Health Programs, including Emergency Planning/Preparedness, and Alliance special projects.
- Grant Writing and Program Development
  - Assist with developing new projects for the public health program and BRPC.
  - Assist with grant writing and the identification of new projects and funding sources.
  - Assist with the direction of the public health program.

#### **2. Overall Agency Responsibilities:**

- The Public Health Training Specialist assists senior management in the overall functioning of the agency, which may include some of the following activities:
  - Assistance with the development and monitoring of components of the Program budget;
  - Provide staff support to agency committees;
  - Provide support to ongoing outreach activities, including the agency newsletter and the website;
  - Provide support in developing and administering education and training to local elected officials and municipal staff in their area of expertise;
  - Provide support to oversee the organization and management of the agency's material related to their area of expertise;
  - Supervision of and guidance for junior staff persons and interns on specific projects;
  - Communication and coordination with Supervisor and other members of the agency Management Team;
- The Public Health Training Specialist represents the agency and serves as a spokesperson for BRPC and its programs and policies, particularly with federal, state, regional and local governments, agencies and organizations.
- The PH Training Specialist provides technical assistance and guidance to other agency initiatives and responds to technical assistance requests from federal, state, regional and local governments, agencies and organizations.

#### **The minimum qualifications for this position are:**

##### **1. Education or training:**

Master's Degree in Environmental Health, Public Health, or a closely related field plus two years of directly related experience. Six years of relevant experience may be substituted for education as per BRPC Personnel Policies.

##### **2. Special licenses, registration, or certification:**

- Driver's license valid for use in the United States.
- Registered Sanitarian (RS) certification or the ability to become an RS within 24 months.
- Other certifications such as Soil Evaluator, System Inspector, MAPHIT Housing, Food Safety/FDA Standardization, Certified Pool Operator, Recreational Camps for Children, ICS, HSEEP and others needed to perform work satisfactorily or the ability to become certified.
- Experience managing staff and projects a plus.
- Experience creating and managing budgets a plus.
- Experience in developing and delivering training a plus

##### **3. Knowledge, skills and abilities of this position:**

- Strong interpersonal skills and ability to communicate and work effectively with a wide range of individuals
- Strong time management and organizational skills
- Ability to delegate work effectively

- d. Experience developing initiatives from conceptual through implementation stages
- e. Work with public officials, citizen groups and other stakeholders, including attending Board of Health and other meetings as needed.
- f. Ability to work with local, regional, state and federal officials with a strong customer orientation
- g. Excellent written and oral communication skills, particularly in translating technical and bureaucratic terms for citizens and elected officials
- h. Strong analytic skills in working with a wide variety of information and data and utilizing it effectively in the public decision-making process
- i. Working proficiency in Microsoft Office programs
- j. Ability to conduct field work and participate in public meetings in all parts of the region and to travel outside the region by personal vehicle
- k. Ability to work independently
- l. When working remotely, must have a home office with internet and cell phone. A laptop will be provided.

**4. Other Requirements of this position:**

- a. May occasionally have to work nights and weekends, depending on training and inspection needs.

**PART III. DETAILED POSITION DESCRIPTION:**

<b>Name (Last, first, middle)</b>	<b>Start Date:</b> <b>Effective date: May 1, 2023</b>
<b>Position Title</b> Public Health Housing Training Specialist	<b>Title of Supervisor</b> Manager, Public Health Program Daily Supervision: Training Hub Coordinator

This section describes the main responsibilities and requirements for this specific PH Training Specialist position and those described in PART II. Program / Project Responsibilities

**A. Administration Services**

- Help plan and coordinate the PHE Training Hub and ensure capacity in the Training Hub.
- Assist with hiring and training additional Inspectors/Specialists.
- Help plan and provide additional educational / training opportunities for the Boards of Health.
- Work with the Public Health Program Staff to support the Alliance, BCBOHA, and Public Health Program Training Initiatives.
- Attend Board of Health meetings as required.
- Attend required meetings with Office of Local and Regional Health (OLRH) Workforce Development lead staff or other regional or state meetings related to the Training Hubs or workforce development.
- Collaborate with Local Public Health Professional Stakeholder Organizations and DPH and DEP programs to increase access to other needed training.
- Quarterly reports which include data on trainers, trainees, and trainings or as required by DPH
- Quarterly reports on progress successes, challenges, and expenditures or as DPH requires.

**B. Training Services**

- Support and grow the PHP Training Hub and coordinate staff providing PHP Trainings.
- Identify training needs, training resources and trainers.
- Organize trainings for the relevant local public health professionals in the PHEs of the region, which includes, at a minimum, distributing announcements timely and ensuring all PHEs have equitable access to training slots, and ensuring registering and tracking system for attendees from beginning to completion, site control, and ensuring the use of DPH standards, in alignment with DPH.
- Provide mentorship and field training for BOH staff/members who conduct inspections.
- Provide inspectional services and field training/mentoring as needed

- Provide support for the use of online inspection systems and data management.
- Provide field training on community sanitation, including housing inspections, food inspections, and other environmental health functions
- Curricula management and resource support to trainers and trainees
- Help develop and deliver Public Health Program trainings
- Work with the Massachusetts Department of Public Health (MDPH) Senior Trainers to ensure standardization of the training protocols and standard curricula; utilize MDPH curricula

**C. Board of Health Support:**

- a. Support PHE Boards of Health by answering questions and providing training and mentoring resources
- b. Help identify, plan and coordinate educational opportunities and training.
- c. Assist with the development of new programs and plans and funding opportunities.
- d. Assist with the development of new projects for the public health program and BRPC
- e. Support grant implantation, data collection, and reporting as required.
- f. Participate in and provide support for other Public Health Programs
- g. Participate in regional emergency planning, training and exercises and other EP projects as they arise.

**D. Support the Alliance Inspectional Services and other Public Health Program Initiatives**

- a. Coordinate, support, and oversee Special Alliance Projects and Staff, including assisting, problem solving, project goals, and annual evaluations.
- b. Grant Writing and Program Development
  - i. Assist with the development of new projects for the public health program and BRPC
  - ii. Assist with grant writing and the identification of new projects and funding sources
  - iii. Assist with the direction of the public health program.

**E. Overall Agency Responsibilities:**

- a. The Public Health Housing Training Specialist assists senior management in the overall functioning of the agency, which may include some of the following activities:
  - Assistance with the development and monitoring of components of the Program budget;
  - Provide staff support to agency committees;
  - Provide support to ongoing outreach activities, including the agency newsletter and the website;
  - Provide support in developing and administering education and training to local elected officials and municipal staff in their area of expertise;
  - Provide support to oversee the organization and management of the agency's material related to their area of expertise;
  - Supervision and guidance to junior staff persons and interns on specific projects;
  - Communication and coordination with Supervisor and other members of the agency Management Team;
- b. The Public Health Housing Training Specialist represents the agency and serves as a spokesperson for BRPC and its programs and policies, particularly with federal, state, regional and local governments, agencies and organizations.
- c. The PH Housing Training Specialist provides technical assistance and guidance to other agency initiatives and responds to technical assistance requests from federal, state, regional and local governments, agencies and organizations.

The Public Health Housing Training Specialist must be an experienced housing professional familiar with the Massachusetts state housing code or the Massachusetts State building code. Knowledgeable Massachusetts health inspectors, building officials, home inspectors, or licensed construction supervisors preferred. In addition to being familiar with the housing codes, the successful candidate may have certifications in public health environmental health inspections and must be comfortable providing inspection field training and mentorship to other public health inspectors. Training experience with 2-5 years of inspectional or construction experience in Massachusetts preferred. Candidates must also be familiar with the Microsoft Office platform. Certification as a Registered Sanitarian (RS) or eligibility to take the RS exam within 24 months are a significant plus. Seven plus years of experience as a Massachusetts health agent may be substituted for the RS requirement if the candidate is otherwise ineligible to take the RS exam.

Expertise or current MA certifications in other environmental inspectional areas a plus. Specialists must be able to sit, stand, walk, carry light loads, bend and otherwise do inspections under sometimes demanding conditions, travel throughout Berkshire and Hampden Counties at all times of the year, and have a cell phone and a home office with reliable internet. Specialists may have flexible work schedules if core business hours are covered and must be

available for occasional night and weekend meetings.

The minimum requirements for this position are:

1. Education or training:

Master's Degree in Environmental Health, Public Health, or a closely related field plus two years of directly related experience. Six years relevant experience may be substituted for education as per BRPC Personnel Policies.

2. Special licenses, registration or certification:

- a. Driver's license valid for use in the United States.
- b. Registered Sanitarian (RS) certification or the ability to become an RS within 24 months or eligible for a waiver.
- c. Other certifications or the ability to obtain certifications such as Soil Evaluator, System Inspector, MAPHIT Housing, Food Safety/FDA Standardization, Certified Pool Operator, Recreational Camps for Children, ICS, HSEEP, and others needed to perform work satisfactorily.
- d. Experience managing staff and projects a plus.
- f. Training experience a plus

3. Knowledge, skills and abilities of this position:

- a. Well-developed skills coordinating a diverse team of professionals providing public services
- b. Strong interpersonal skills and ability to communicate and work effectively with wide range of individuals
- c. Strong time management and organizational skills
- d. Ability to delegate work effectively
- e. Experience developing initiatives from conceptual through implementation stages
- f. Work with public officials, citizen groups and other stakeholders, including attending Board of Health and other meetings as needed
- g. Ability to work with local, regional, state and federal officials and a strong customer orientation
- h. Excellent written and oral communication skills, particularly in translating technical and bureaucratic terms for citizens and elected officials
- i. Strong analytic skills in working with a wide variety of information and data and utilizing it effectively in the public decision-making process
- j. Working proficiency in Microsoft Office programs
- k. Ability to conduct field work, participate in public meetings in all parts of the region, and travel outside the region by personal vehicle as required.
- l. Ability to work independently.
- m. Must have a home office with internet and cell phone. A laptop and printer will be provided.

4. Other Requirements of this position:

- a. May occasionally have to work nights and weekends, depending on training and inspection needs.
- b. Public Health Housing Training Specialist Scope of Services

**Overview**

The Public Health Housing Training Specialist will serve as a Board of Health Agent, enforcing the Massachusetts Department of Health (DPH) 105 CMR 410.000: MINIMUM STANDARDS OF FITNESS FOR HUMAN HABITATION (STATE SANITARY CODE, CHAPTER II) and any associated local regulations.

**Qualifications:**

The Public Health Housing Training Specialist in addition to being familiar with Microsoft Office, must be able to interpret and enforce the Massachusetts Housing Code or have enough experience with the Massachusetts Building Code to learn to enforce Chapter II of the State Sanitary Code, 105 CMR 410.00 including:

- a. The significant changes coming in April 2023 to the Housing Code
- b. Roles and Responsibilities of Owners, Boards of Health, Inspectors, and other Municipal Officials
- c. Mass Public Health Inspector Training (MAPHIT) Housing Inspections and Enforcement Options and Outcomes

**Supervision:** Works under the direction and control of the Board of Health (BOH), the Senior Health Agent/Director of the Berkshire Public Health Alliance, and the Alliance Coordinator.

**Roles and Responsibilities:** including but not limited to permitting, inspections, complaints, short-term and temporary housing, questions, variances, enforcement, and court actions to ensure safe and healthy housing for all residents and visitors in various municipalities in Berkshire and Hampden Counties, MA.

1. Process applications and issue permits
2. Manage complaints within the required time frames
3. Coordinating with the local Fire Chief and Inspector of Buildings to ensure safe housing
4. Conduct professional inspections in timely manner to identify risks to health and safety of occupants, responders, and the community
5. Offer comprehensive inspections to occupants
6. Complete Inspection Report, sign, and date, including photos, filing, reporting, follow-up
7. At the direction of the BOH or Lead Agent/Director create and properly deliver Orders to Correct and Condemnation Orders
8. Enforce Local Regulations and Orders that may include: Pre-Rental Housing, Short-term Rentals, Temporary Housing and Emergency Housing/Sheltering
9. Work with the BOH to develop housing policies, hold hearings, consider variances, etc.
10. Work with the Attorney General's office and other state officials and agencies as needed for receiverships or other mitigation enforcement actions.
11. At the direction of the BOH, and in consultation with Town Counsel, provide documentation and testimony in court and at mediation hearings and file court papers.
12. Take on other duties and assignments as directed.

**Working Conditions**

Inspectors must be able to sit, stand, walk, carry light loads, bend and otherwise do inspections under sometimes demanding conditions. Inspectors must also be able to travel throughout the area, have a cell phone, and maintain a home office with reliable internet service. A laptop and/or tablet will be provided.

**Hours and Wages:** Full or Part-time, Competitive Salary and Benefits. BRPC is a drug and smoke free workplace, does not discriminate based on race, ethnicity, or gender and actively seeks diversity in hiring.

(Additional Comments by Employee)

**PART IV: SIGNATURE LINES**

15. We understand the above statements, and they are complete to the best of our knowledge.

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

Executive Director's signature \_\_\_\_\_ Date \_\_\_\_\_

## Public Health Housing Training Specialist Job Posting

The Berkshire Regional Planning Commission's (BRPC) Public Health program is seeking a full or part-time, offsite, Public Health Housing Training Specialist to be a housing subject matter expert, enforce the housing code and local housing regulations, conduct environmental health inspections, support the inspectional services program, and help develop a new local Public Health Excellence Training Hub. Training Hub Specialists will help build the Alliance Training Hub program according to state standards and requirements, as well as meet local needs, conduct public health inspections, work with other environmental health field trainers and mentors, support trainers and trainings, provide hands-on field training to other inspectors in Berkshire and Hampden counties, assist with classroom trainings, and contribute to a broad scope of dynamic and complex public health inspection and training programs in Berkshire and Hampden Counties, Massachusetts.

The Housing Training Specialist should be an experienced housing professional familiar with the Massachusetts state housing code or the Massachusetts state building code. Knowledgeable Massachusetts health inspectors, building officials, home inspectors, or licensed construction supervisors preferred. Expertise or current MA certifications in other environmental inspectional areas a plus. Specialists must be able to sit, stand, walk, carry light loads, bend, and otherwise do inspections under sometimes demanding conditions, travel throughout Berkshire and Hampden Counties at all times of the year, and have a cell phone and a home office with reliable internet. Specialists may have flexible work schedules if core business hours are covered and must be available for occasional night and weekend meetings.

This position will provide staff support for planning and implementation of a range of significant public health training projects that may include:

- Public Health Excellence Regional Training Hub, especially field training for other inspectors
- Environmental Health and Safety Inspections
- Public Health Trainings and Mentorships
- Equity and Wellness Trainings
- Public Health Emergency Planning, Training, Exercises, and Response

The successful candidate must be familiar with housing codes, may have certifications in public health environmental health inspections and be comfortable providing inspection field training and mentorship to other public health inspectors. Training experience with 2-5 years inspectional or construction experience in Massachusetts preferred. Candidates must also be familiar with the Microsoft Office platform. Certification as a Registered Sanitarian (RS) or eligibility to take the RS exam within 24 months are a significant plus. Seven plus years of experience as a Massachusetts health agent may be substituted for the RS requirement if the candidate is otherwise ineligible to take the RS exam.

The starting salary range is \$ 33.65 - 38.46 per hour per DPH contract with an attractive benefits package for full-time staff. BRPC may not alter the posted salary range unless the position is re-reposted. BRPC is a drug and smoke free workplace, does not discriminate based on race, ethnicity, or gender and actively seeks diversity, equity, and inclusion in all its hiring.

Submit Cover Letter and Resume to [info@berkshireplanning.org](mailto:info@berkshireplanning.org) by email only. Please include the phrase Public Health Housing Specialist in the subject line. No telephone calls. Position available immediately until filled. EOE/Smoke and Drug-free Workplace.