



EMPLOYMENT OPPORTUNITY

Town of Lexington

We are currently accepting applications for the Full Time position of:

Assistant Public Health Director

Anticipated Hiring Range \$94,210 - \$102,885
Full Salary Range to \$121,652
Excellent Benefits Package

The **REQUIRED** Town of Lexington application form
<https://lexingtonma.seamlessdocs.com/f/employmentapplication>.
A cover letter and resume must be received in the Town's Human Resource
Department.

Summary

Supervises the Environmental Health program of the Lexington Public Health Office. Performs administrative, supervisory, technical, and environmental health work. Oversees and trains staff. Performs on-site inspections. Enforces national, local, and state environmental sanitary and health regulations. 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.

- Supervises the Environmental Health program. Conducts training. Performs administrative, technical, and inspectional work, including overseeing and training the Health Agent.
- Performs on-site inspections of food establishments, camps, public and semi-public swimming pools, spas, housing, and tanning establishments. Conducts inspections for code compliance, public health, and safety. Issues correction orders. Reviews situation to confirm and ensure implementation of resolution.

- Enforces national, local, and state environmental sanitary and health regulations, state and local permit and licensure requirements, legal mandates, and other rules, regulations, and advisory requirements.
- Responds to health, environmental and/or housing complaints from residents and businesses. Conducts investigations, including food-borne illness investigations. Oversees remediation.
- Maintains and updates databases of inspections data, including correspondence, photographs, copies of complaints and correction orders.
- Educates individuals and businesses on compliance with codes and regulations. Assists with mitigating problems.
- Researches, reviews, and updates existing local health regulations. Proposes, prepares, and recommends new regulations for adoption by the Board of Health.
- Reviews and approves plans submitted by new food establishments including food plans, floor plans, and inventory of equipment.
- Interacts with the Board of Health, the public, businesses, community groups and individuals to provide consultation and guidance on health, safety, and environmental issues.
- Provides support to the Health Director and the Board of Health.
- Represents the Health Office to Region 4A, Region 4AB, or other public health entities.
- Participates in trainings on Emergency Preparedness and Emergency Dispensing Sites.
- Responds to Public Health emergencies during regular and off work hours.
- Reviews preliminary and definitive subdivision plans to determine suitability of area for site development.
- Assists in aspects of hazardous materials response.
- Performs special projects.
- Performs other similar or related duties, as required or as situation dictates.

Supervision

Supervision Scope: Performs varied and responsible functions requiring in-depth and specialized working knowledge of departmental operations and the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.

Supervision Received: Works under the general supervision of the Health Director, following department rules, regulations, and policies; duties require the ability to plan and perform operations and independently complete tasks, according to prescribed time schedules and deadlines.

Supervision Given: Supervises the Health Agent.

Recommended Minimum Qualifications

Education, Training and Experience

Master's degree or equivalent plus 5+ years of experience in public health and experience performing environmental inspection relating to food, housing, pools, camps, nuisance, septic systems, and 2+ years of experience supervising or an equivalent combination of education, training and experience are required. Computer literacy is required.

Special Requirements:

Certified Housing Inspector, Certified Pool Operator, Registered Environmental Health Specialist/ Registered Sanitarian, Food Managers Certificate, Lead Determinator are required.

Valid Massachusetts Driver's License is required.

Knowledge: Knowledge to supervise Environmental Health program. Knowledge of administrative office practices and procedures. Knowledge to enforce national, local, and state environmental sanitary and health regulations, state and local permit and licensure requirements, legal mandates, and other rules, regulations, and advisory requirements. Familiarity with town government. Knowledge of federal, state, regionals, and local laws required for department operations. Knowledge to conduct investigations and inspections.

Ability: Ability to interact appropriately and tactfully with customers. Ability to demonstrate understanding of regulations. Ability to maintain detailed and accurate records. Ability to work independently. Ability to set and follow detailed timetables and deadlines. Ability to multi-task. Ability to maintain confidentiality. Ability to respond to emergencies. Ability to problem solve.

Skills: Excellent customer service and organization skills. Proficient written and verbal communication skills. Proficient skill with designing educational materials, and training staff and customers. Proficient computer skills with MS Office Suite applications. Proficient skills with new and existing computer and software applications supporting departmental operations, including graphics, report generation, database management, and inspection software applications. Proficient skill with data entry.

Job Environment

- Work is performed occasionally in an office environment with frequent interruptions, and frequently work is performed in outdoor weather conditions, and in high precarious places. Occasionally work is performed with toxic or caustic chemicals, with fumes or airborne particles present, with vibration, and in extremes of heat/cold, (not weather related). Work environment has moderate noise levels. Work is subject to fluctuations, and

administrative deadlines. Employee attends week day evening and weekend day and evening meetings.

- Operates computer, printer, telephone, copier, facsimile machine, and all other standard office equipment.
- The employee has constant contact with the public, nonprofits groups, biotech companies, schools, permit holders, public health agencies, and surrounding towns' health departments.
- The employee has access to confidential information.

Errors could result in personal injury/loss, delays or loss of service, monetary loss, injuries to other employees, damages to buildings and/or equipment, and legal ramifications

TOOLS AND EQUIPMENT USED

Personal computer (including word processing, spreadsheet and database software) and general office equipment (e.g. telephone, copier, facsimile); electronic and precision tools and equipment (e.g. thermometers, meters, test strips, water testing kits).

PHYSICAL DEMANDS

Physical Requirements

The physical demands described 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 essential functions.

While performing the duties of this job, the employee is required to communicate and use hands to finger, handle or feel. Frequently the employee is required to stand, walk, sit, and taste or smell. Occasionally the employee is required to climb or balance, stoop, kneel, crouch or crawl, reach with hands and arms, and work with vibration. The employee frequently must lift and/or move objects weighing up to 10 pounds. Occasionally the employee must lift and/or move objects weighing up to 30 pounds. Seldom must the employee lift and/or move objects weighing up to 60 pounds. Close, distant, color, peripheral vision and depth perception are required. Vision and hearing at or correctable to normal ranges is necessary. This position requires the ability to operate a keyboard at efficient speed and this position requires the ability to operate an automobile.

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.

The Town of Lexington has a strong commitment to Diversity, Equity, and Inclusion and we are actively seeking candidates who bring new voices and lived experiences to our organization.

The Town of Lexington is an Equal Opportunity / Affirmative Action Employer. Qualified applicants will receive consideration for employment without regard to their race, color, religion, national origin, sex, sexual orientation, gender identity, protected veteran status or disability.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

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APPLICATION PROCESS

All applicants are required to complete a Town application form <https://lexingtonma.seamlessdocs.com/f/employmentapplication> Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department

Questions regarding this hiring process should be addressed to:
Human Resources Department, Town of Lexington,
Email: jobs@lexingtonma.gov, Phone # (781) 698-4590
1625 Massachusetts Avenue, Lexington, MA 02420