

POSITION OPENING

BOARD OF HEALTH HEALTH DIRECTOR

The Town of Northbridge seeks a full-time Health Director to perform administrative and supervisory work in the field of public health administration, health education, environmental sanitation, and in interpreting and enforcing provisions of the State Sanitary Code, Environmental Code and rules and regulations of the Northbridge Board of Health. The position comes with excellent benefits and a salary range between \$70,604 to \$94,636 depending on qualifications and experience.

Applicants must be familiar with Code of Massachusetts Regulations. A Bachelor's Degree in Environmental Health or science-related field is required. A Master's Degree in Public Health is preferred plus a minimum of five years of related public health experience; or any equivalent combination of education, training, and experience.

For more information, please reference the full Job Description available at: <https://www.northbridgemass.org/home/pages/employment-volunteer-opportunities>

Interested individuals should submit a cover letter, resume, and Town of Northbridge employment application to: Sharon Susienka, Exec. Asst. to the Town Manager/HR 7 Main Street, Whitinsville, MA, 01588, or via email to ssusienka@northbridgemass.org. **Deadline for accepting applications is November 17, 2025 at 12:00 Noon.**

The Town of Northbridge is an Affirmative Action/Equal Opportunity Employer.

BOARD OF HEALTH HEALTH DIRECTOR

Position Purpose:

The purpose of this position is to perform administrative and supervisory work in the field of public health administration, health education, environmental sanitation, and in interpreting and enforcing provisions of the State Sanitary Code, Environmental Code and rules and regulations of the Northbridge Board of Health.

Supervision:

The Health Director works under the administrative direction and supervision of the Town Manager and the policy direction of the Board of Health in accordance with local municipal bylaws, as well as local, state and federal regulations.

Supervisory Responsibility:

The Health Director is accountable for the direct management and oversight of health department staff including one full-time administrative assistant and various health inspectors as may be required to fulfill the duties of the office.

Job Environment:

A majority of work is performed under typical office conditions, with frequent interruptions to provide assistance and information to the public; noise level is moderate.

Employee is required to alternate between typical office conditions and field conditions, with frequent site visits and inspections of town businesses.

Regularly operates a computer, telephone, copier, plotter/scanner and other standard office equipment.

Makes frequent contact with the general public, engineering firms, MDPH staff, MassDEP staff, general contractors, and attorneys. Contacts are in person, in writing, and by telephone and usually involves the provision of information of a technical or factual nature to the public or interested parties.

Has access at the department level to a wide variety of confidential information including personnel records, medical records, legal filings and other information such as investigations by BOH.

Errors could result in significant confusion and delay, loss of department services, could result in monetary loss, could cause exposure for the Town to certain legal liabilities and possible adverse public relations.

October, 2025

*Northbridge, MA
Health Director*

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.)

Oversees and administers the daily operations of the Board of Health Office. Resolves problems and provides assistance to the public through explanation and interpretation of state regulations and local bylaws governing on-site septic systems, food service establishments, minimum housing standards, and other environmental public health related codes.

Responsible for oversight of Health Department operations and programs, trains staff, and reviews work of consultants. Monitors and evaluates health department staff.

Serves as primary liaison between the general public, the Board of Health and its Agents, the Department of Environmental Protection, the Massachusetts Department of Public Health, Town Counsel and other State Offices and agencies.

Attends Board of Health meetings to advise on agenda matters. Attends Town Meeting proceedings.

Serves as Northbridge Board of Health representative at monthly Steering Committee meetings of the Region 2 Public Health Emergency Preparedness Coalition.

Prepares Emergency Dispensing Site (EDS) plan for mass vaccination requiring coordination and participation of other town departments including Police, Fire, DPW, School and Town Administration.

Prepares annual budget for Board of Health Department.

Prepares annual budget for monitoring of the Quaker Street Landfill site. Coordinates engineer activities with property owners. Communicates with LSP, engineers and DEP regarding any concerns at the site.

Reviews building permit applications for compliance with Board of Health requirements.

Reviews well permit applications. Reviews well construction reports and water quantity and quality reports.

Assists VNA with confidential communicable disease investigations. Attends training for MAVEN statewide computer program.

Applies for public health grants when available. Administers and oversees receipt and expenditure of grant funds. Prepares closure reports at completion of grant cycle.

October, 2025

*Northbridge, MA
Health Director*

Prepares regulations for Board of Health consideration and adoption. Assists Administrative Assistant with public hearing notices and provides direction on filing adopted regulations with appropriate state and local agencies to ensure legality. Advises Board of required amendments to current regulations and fee schedules.

Conducts inspections of Recreational Camps for Children prior to operation and licensure in accordance with 105 CMR 435.000.

Conducts Housing Inspections and Restaurant Inspections in emergency situations or in the absence of the Health Inspector.

Represents Board of Health at Planning Department Technical Review meetings when appropriate.

Attends trainings and seminars.

Prepares quarterly newsletters to Food Service Establishments. Prepares annual report of the Board of Health.

Performs similar or related work as required.

Optional Essential Functions:

Witness soils evaluation testing, review sewage disposal plans for compliance with Title 5 regulations. Able to conduct inspections of sewage disposal system installations.

Able to review Title 5 inspection reports for completeness.

Recommended Minimum Qualifications:

Bachelor's degree in environmental health or science-related field required. Masters Degree in Public Health from an accredited college or university is preferred.

A minimum of five years of related public health experience; or any equivalent combination of education, training and experience.

Special Requirements:

Possession of a valid Massachusetts Class D motor vehicle operator's license.

Food Manager Certification or Certified Professional in Food Safety (CP-FS) required.

Registered Sanitarian (RS), Soils Evaluator, System Inspector, Certified Pool Operator and Lead Paint Determinator within one year of employment.

MAVEN training within one year of employment.

Courses: ICS 100, ICS 200, ICS 300, ICS 400, NIMS 700 within one year of employment (Emergency Preparedness Planning)

October, 2025

Northbridge, MA
Health Director

Knowledge, Ability and Skill:

Knowledge: Extensive knowledge of local, state and federal statutes and regulations applicable to the duties and responsibilities of the Health Department including on-site sewage disposal systems, minimum housing standards, lead paint, food code, tobacco control, recreational camps for children, bathing beaches, public pools, tanning salons, body art, solid waste, animal bite exposures and private well construction.

Thorough knowledge of office procedures, practices and terminology. Working knowledge of town operations. Knowledge of office equipment and the operation of computer software applications.

Ability: Ability to supervise health department staff; communicate effectively verbally and in writing. Ability to maintain records and prioritize tasks. Ability to respond with tact and courtesy when dealing with the public. Ability to interpret and enforce regulations or laws in an impartial, apolitical manner and to deal with disgruntled members of the public in a tactful manner.

Skill: Excellent customer service and interpersonal skills. Skill in operating computers and utilizing appropriate software applications. Excellent organizational skills. Office management skills; detail oriented.

Physical Requirements:

The physical demands described here 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.

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects. Lifts/moves objects weighing up to 30 pounds. Ability to view computer screens and work with details for extended periods of time. Ability to operate a keyboard and to take notes at meetings at an efficient speed. Requires some coordination/dexterity for full keyboard use. Physical ability to operate an automobile to conduct inspections.

(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.)