

**TOWN OF RANDOLPH
JOB DESCRIPTION**

JOB TITLE: HUB TRAINER	DEPARTMENT: HEALTH DEPARTMENT
FLSA STATUS: NON-EXEMPT	GRADE:
UNION OR NON-UNION: NON-UNION	JOB DESCRIPTION EFFECTIVE DATE: TBD
CIVIL SERVICE POSITION: NO	APPOINTED OR ELECTED: APPOINTED
DEPARTMENT HEAD: NO	APPOINTING AUTHORITY: TOWN MANAGER
REPORTS TO: PUBLIC HEALTH COMMISSIONER	

POSITION PURPOSE

The Hub Trainer is responsible for fulfilling the Public Health Excellence Grant program requirements of the Office of Local and Regional Health (OCRH).

ESSENTIAL FUNCTIONS

Provide training services to Public Health Officers as part of the Public Health Excellence Grant program that is managed by the Randolph Public Health Department.

Become trained by MDPH Senior trainers on a standard curriculum with a focus on Public Health and racial equity policies, an essential component of this initiative.

Provide MDPH approved training to PHE Public Health Officers. Must be available to the Town, on call, on an emergency basis after hours and weekends.

Create and maintain detailed records, reports and other associated records.

Collaborate with the Public Health Officer, Public Health Nurses, Animal Control Officer and other Public Health staff along with other duties as instructed by the Commissioner.

Performs similar or related work as required, assigned or directed, or as situation dictates.

SUPERVISION

Works under the general supervision of the Public Health Commissioner. Position has no supervisory responsibilities.

JOB ENVIRONMENT

The work is performed in an office setting with limited foot traffic. Operates automobile. Regular attendance at the workplace is required. Employee also operates computers and other related office equipment. Performance of duties require daily interaction with town departments, businesspeople, consultants, contractors, property owners, and the public, in person, by telephone, computer, fax and in writing to obtain and provide information.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree in public health, biology, nursing or a related field and one – three (1 - 3) years of municipal experience; or any equivalent combination of education, training, and experience.

ADDITIONAL REQUIREMENTS

Valid Massachusetts Class D Motor Vehicle Operator's License.

KNOWLEDGE, ABILITY AND SKILL

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KNOWLEDGE: Demonstrated experience and competency in enforcing and training on housing code, community sanitations regulations, Title 5 wastewater regulations and food protection safety. Knowledge and experience of training methods and techniques related to “hands on” field training. Demonstrable proficiency in learning new software systems as needed. Must be familiar with standard office procedures and with office equipment such as copy machine, calculator, and computer.

ABILITY: Ability to interact tactfully and appropriately with the general public. Ability to prioritize tasks and to organize records. Ability to communicate effectively verbally and in writing. Ability to work independently. Ability to learn applicable laws, ordinances, rules and regulations and be able to communicate these orally and in writing. Ability to establish and maintain effective working relationships and exercise sound judgement evaluating situations and making decisions.

SKILL: Excellent interpersonal skills, planning and organizational, and computer skills.

PHYSICAL REQUIREMENTS

The employee is frequently required to stand, walk, sit, speak, hear and use hands to operate equipment and carry up to 50 lbs. of equipment for special events, both inside and outdoors. It is estimated that 80% of the work takes place in the field. Requires frequent moderate to strenuous physical effort while performing duties in the field.

NOTE: the essential functions or duties listed herein are illustrations of the type of work that is 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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.

ACKNOWLEDGEMENT - PLEASE RETURN TO HUMAN RESOURCES

I acknowledge receipt and I understand this job description.

NAME (Please Print)	
SIGNATURE	
DATE	

CC: PERSONNEL FILE