



Town of Orange, Massachusetts Job Description

Position Title:	Director of Public Health	Salary: \$80,000-\$100,000
Department	Health	
Reports to:	Board of Health	
Status	Non-union, exempt	
Date Adopted		

SUMMARY: *Interested applicants, please email resume to hrcbenefits@townoforange.org*

Oversee or perform all duties of the Board of Health which are required by state statutes and regulations. The Director of Public Health will be responsible for performing and/or ensuring performance of many important and crucial duties relative to the protection of public health, the control of disease, the promotion of sanitary living conditions, and the protection of the environment from damage and pollution. The Director’s responsibilities include ensuring that health services are provided consistent with an Intermunicipal Agreement with the Boards of Health in Warwick, New Salem, Petersham and Wendell.

SUPERVISION:

Works under the general direction of the Board of Health. The employee functions independently, referring specific problems to the Board when clarification or interpretation of town policy or procedures is required.

Performs or delegates responsible duties requiring a thorough knowledge of health inspection operations and the exercise of independent judgment to make decisions concerning inspections and their related statutory requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties listed below are the responsibilities and illustrations of the type of work performed by the Director of Public Health and staff. 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. The Director of Public Health performs or delegates and manages the following responsibilities:

Enforcement Of Commonwealth Of Massachusetts Regulations, Massachusetts General Laws And Town Of Orange Bylaws And Regulations:

- Chapter II State Sanitary Code: Minimum Standards of Fitness for Human Habitation -105 CMR 410.00
- Article X State Sanitary Code- Minimum Sanitation Standards for Food Establishments – 105- CMR 590.00
- Massachusetts Lead Paint Poisoning Prevention Regulations – 105 CMR 460.00.
- Title 5 State Environmental Code – Minimum Requirements for Subsurface Disposal of Sanitary Sewage – 310 CMR 15.00
- Various additional Massachusetts General Laws and Regulations Related to the Public Health and Environment
- Local Board of Health Rules and Regulations

Licenses, Permits And Inspections, including, but not limited to:

- Food Service Establishments



Town of Orange, Massachusetts Job Description

- Retail Food Stores
- Temporary Food Events
- Bed and Breakfast Establishments
- Residential Kitchens
- Stores Selling Tobacco Products
- Mobile Home Parks
- Camps, Campgrounds, Swimming Pools, Beaches

Sewage Disposal

- Permit Disposal Works Installers
- Permit Disposal Works Construction
- Receive Applications/Witness Perc Tests and Soil Evaluations
- Receive Applications/Review/Approve-Disapprove Design Plans for Subsurface Disposal Systems
- Review and Approve Construction and Repair of Subsurface Sewage Disposal Systems
- Conduct Public Hearings/Grant Variances for Subsurface Sewage Disposal System Repair/Upgrade

ADDITIONAL DUTIES AND RESPONSIBILITIES performed or delegated and managed:

Illness/Death

- Process numerous types of reports pertaining to Communicable Disease
- Public Education regarding Infection Prevention and Control
- Conduct Food-Borne Illness Investigations
- Administer record keeping of death certificates
- Responsible for communicable disease control, surveillance and reporting via MAVEN (Massachusetts Virtual Epidemiological Network), including follow up correspondence and investigations when necessary.
- Planning and operation of the annual Town's influenza vaccination clinics, including vaccine management, accountability, and reporting.

Inspection/Enforcement

- Animal Inspector
- Investigate Complaints and Nuisances and Enforce Corrections
- Investigate/Follow up/Enforce Corrections of Housing Complaints
- Pursue legal action when appropriate and necessary to enforce codes and regulations to obtain compliance

Emergency Preparedness

- Coordinate Emergency Preparedness for the Board of Health in conjunction with other municipal departments and school officials in action plans pertaining to but not limited to Emergency Preparedness



Town of Orange, Massachusetts Job Description

- Attend all local and regional meetings and training seminars pertaining to emergency preparedness

Administrative

- Manage Board of Health Office and supervise all BOH staff
- Maintain public health records and retain them for the required minimum retention periods
- Submit an annual report concerning Board of Health activities and testing to the Department of Public Health
- Collect fees for Board of Health permits and inspections; submit to Accounting Office
- Research and prepare annual budget for Board of Health review
- Develop and administer grant-funded programs
- Ensures the annual barn inspections are done by the animal inspector and slips sent to the Dept of Agriculture.
- Evaluate existing programs and services and provide quality assurance in accordance with applicable professional and regulatory standards to ensure that programs are consistent with the Board of Health and the State Department of Health plans and policies
- Make recommendations to the Board of Health on matters that pertain to public health; assist the Board in the development of public policies, such as the sale of tobacco to minors
- Assist in organizing Board of Health meetings; attend meetings of community agencies and regional group meetings as directed by the Board. Reports pertinent activities to the Board of Health

Community Programs

- Develop and administer community-wide distribution programs
 - Annual Flu vaccination
 - H1N1 vaccine
- Provide information by updating Board of Health web site and providing educational links
- Advocate for public health; assist with building constituencies and identifying resources within the community by generating supportive and collaborative relationships with public and private agencies and groups for effective planning and implementation of public health activities
- Perform any other duty as needed to protect public and environmental health

Intermunicipal Agreement for Shared Services

- Oversight and management of the IMA for shared services funded by the Public Health Excellence (PHE) Grant Program, between the Boards of Health of Orange, Wendell, New Salem, Petersham, and Warwick
- Orange is the lead agency, and as such the Director is responsible for staffing, personnel management, budgeting, finances, reporting, and coordinating with all partners on a regular basis
- Ensure that PHE grant goals and services are met for all member towns
- Coordinate and participate in quarterly oversight committee meetings

QUALIFICATIONS:

Required:

- **The Director of Public Health must be, or must be qualified to become, a licensed Registered Sanitarian ([REHS/RS Credential Eligibility & Application \(neha.org\)](http://rehs.org)) . If not already licensed, the selected candidate must become an REHS/RS within one year of date of hire.**
- A Bachelor's Degree in Public Health or Environmental Science or other related field



Town of Orange, Massachusetts Job Description

- One or more years of experience in a Public Health position, preferably with a local Health Department
- A combination of education and employment experience may be substituted for minimum requirement at the discretion of the Board of Health

Preferred:

- Management experience including personnel, finance, reporting, budgeting
- The possession of, or ability to obtain the following licenses/certifications:
 - ServSafe
 - Soil evaluator
 - Title 5 inspector
 - Health Homes Specialist
 - Certified Lead Determinator License
 - Incident Command System (100.200)
 - National Incident Management System Certification (NIMS 700)
 - Certified Pool and Spa Operator License
- Ability to listen and discern issues of concern
- Ability to communicate clearly and concisely both verbally and in writing
- Ability to establish and maintain effective working relationships with the general public, Colleagues, Board Members, Committee Members, and Local, Regional, and Federal Officials
- Adhere to HIPPA laws and other privacy and confidentiality regulations
- Proficiency in the use of computer and associated programs and software; a working knowledge of Microsoft Windows, Word and Excel
- Valid driver's license

WORK ENVIRONMENT:

Work is performed under typical office conditions, with field inspections completed in various outdoor terrain environments; can include attendance at constructions sites and meetings in all five collaborative towns. Field conditions can include exposure to loud noises, toxic chemicals, poor air quality, fumes and pathogenic bacteria. Workload is subject to seasonal fluctuations. Situations may require work in snow, rain, or other adverse weather conditions. Occasional evening and weekend hours may be needed to accommodate landowner's schedules and Board of Health meetings.

PHYSICAL REQUIREMENTS:

The employee is routinely required to speak and hear and use hands to operate equipment. The employee is frequently required to lift, move, and/or push items weighing up to 30 pounds. Field inspections require the ability to climb stairs and walk through rugged terrain. Vision requirements include the ability to read routine and complex documents, witness soil evaluations and other inspections and use of a computer.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as needs of the employer and requirements of the job change. 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 on a case by case basis.