



## **Town of Yarmouth Job Posting**

|                              |                                                                        |
|------------------------------|------------------------------------------------------------------------|
| <b>Job Title:</b>            | Health Director                                                        |
| <b>Department/ Division:</b> | Inspectional Services / Health Division                                |
| <b>Union Affiliation:</b>    | SEIU 888 - Unit B                                                      |
| <b>Status:</b>               | Full time                                                              |
| <b>Pay Grade:</b>            | 22                                                                     |
| <b>Hours Per Week:</b>       | 40 +                                                                   |
| <b>Pay Rate:</b>             | \$93,563-154,826 per year, commensurate with experience, plus benefits |

The Town of Yarmouth is searching for a Health Director to join their Inspectional Services team!

Working under the general/direct supervision of Director of Inspectional Service/ Building Commissioner, the Health Director performs the duties as described for the Health Division.

### **Essential functions:**

Direct and administer all health, inspection and enforcement programs with the authority to issue orders on behalf of the Board of Health; plans, organizes, schedules and directs the operations of the Health Division, in compliance with federal, state, and local laws and regulations.

Works under the general direction of the Municipal Inspections Director and Board of Health in the implementation and enforcement of the Board's policies and rulings.

Works closely with the Board of Health to develop new by-laws and regulations dealing with environmental and public health concerns.

Supervises division staff; trains staff on division policy and procedure; reviews the work of subordinates; monitors and evaluates staff performance.

Develops plans and programs relating to public health and public health requirements; prepares grant requests and administers grants; prepares articles for Town Meeting consideration, develops health division annual budget. Monitors Town budget contribution to various human services agencies.

Reviews and comments on hydrogeologic, environmental, and ground water discharge reports along with technical submittals for developments and renovations of buildings or properties.

Performs similar or related work as required or as situation dictates. Full job description available upon request.

### **Physical Requirements:**

Minimal physical effort required when performing functions under typical office conditions; moderate to strenuous physical effort required periodically in the field. Frequently required to stoop, bend, reach, and smell. Frequently required to move (pull, push, lift or carry) objects weighing up to 60 pounds. Physical agility required to access all areas of inspection site. May spend several hours walking or standing. Must have clear vision and have the ability to identify and distinguish colors. Must have peripheral vision and depth perception.



**Application procedure:**

Please complete an employment application form. (Current employees are not required to complete an employment application form). Submit completed employment application form, resume and cover letter to [humanresources@yarmouth.ma.us](mailto:humanresources@yarmouth.ma.us) with "Health Director" in the subject line and include your full name, address, phone number and email address on the cover letter and resume.

*The Town of Yarmouth is an Affirmative Action/Equal Opportunity Employer/Disabled/Veterans/M/F. We encourage Veterans and those with Disabilities to apply. Applications are reviewed confidentially. Applicants that require accommodation in the job application process are encouraged to contact us at (508) 398-2231 x1274 or email [humanresources@yarmouth.ma.us](mailto:humanresources@yarmouth.ma.us) for assistance.*