



TOWN OF SUDBURY
Office of the Asst. Town Manager/HR Director

Maryanne Bilodeau
Asst. Town Manager/HR Director

278 Old Sudbury Road
Sudbury, Massachusetts 01776
Tel: (978) 639-3386
Email: bilodeaum@sudbury.ma.us

Position Available
Town of Sudbury - Health Director
35 hours per week

The Town of Sudbury seeks qualified applicants for the position of Health Director. The Director receives policy direction from the three elected members of the Board of Health, and is responsible for the supervision of a full-time Community Social Worker and one Administrative Assistant. The director is also responsible for the oversight of a contracted part-time nurse, animal inspector, animal control/rabies specialist, food inspector and mosquito control services.

Responsibilities include, but are not limited to: serving as department head of the Department of Health, drafting and developing policies, making recommendations to the Board and undertaking special analyses and projects as assigned by the Board; preparing the annual operating budget for the Board of Health and proposed capital expenses; administering within the department personnel policies as determined by the Town Manager; supervising and assisting with the provision of citizen services by responding to questions, processing applications, issuing licenses and permits, and offering guidance on public health issues, programs and regulations; assessing and evaluating the local community's health needs and recommending programs and solutions to these needs to the Board; conducting and/or supervising all necessary inspections, testing and clinic programs as mandated by law, or those established by the Board; enforcing all applicable health laws, bylaws and regulations including but not limited to: septic systems, paint, food, asbestos, hazardous materials, hazardous wastes, semi-public pools and beaches, animals, wells, public and private drinking water quality, air quality, and general health nuisances; serving as member on Local Emergency Planning Committee (LEPC); interacting with the media personnel when responding to or preventing public health menaces or threats; appointing and providing oversight for the Medical Reserve Corps Executive Committee and participates as a member of the MDPH Region 4A Public Health Emergency Preparedness Coalition.

The successful candidate will have working knowledge of sanitation; nursing functions and mental health services as they relate to community health and school issues; report writing and preparation; and thorough understanding of applicable federal, state and local laws, codes and regulations.

Requirements include a bachelor's degree in biology, public health or related field; a minimum of three to five years' of progressively responsible experience in public and/or environmental health, preferably in a municipal setting, or an equivalent combination of education and experience. Some supervisory experience required. A master's degree is highly desirable. Applicants must also be a Registered Sanitarian (RS) and/or Certified Health Officer (CHO) and approved Soil Evaluator in the Commonwealth of Massachusetts.

Position available August 4, 2014. *Starting* salary range is \$75,169 to \$81,177; excellent benefits. Send letter of interest and resume to Maryanne Bilodeau, Asst. Town Manager/HR Director, 278 Old Sudbury Road, Sudbury, MA 01776 or by e-mail to bilodeaum@sudbury.ma.us. Resumes accepted until April 15, 2014. AA/EOE

See below for complete job description.

DIRECTOR OF PUBLIC HEALTH

Position Purpose:

The purpose of this position is to provide professional, administrative, technical and inspection work in planning and managing the Town's public health programs and in enforcing public health laws; all other related work as required. The Director of Public Health is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Exercises independent judgment and initiative in the planning, administration and execution of the department's services, in the interpretation and application of laws, regulations and procedures, and in the direction of personnel. Performs a variety of responsible functions in accordance with state statutes and local ordinances.

Supervision Received: Works under the policy direction of the Board of Health, and in accordance with applicable provisions of the Massachusetts General Laws and Town bylaws. Functions independently, referring specific problems to supervisor only when clarification or interpretation of Town or department policies or procedures is required. The position is subject to review and evaluation according to the Town's personnel plan.

Supervision Given: Has direct supervisory responsibility for three employees. Hires staff, provides daily direction, prepares employee performance evaluations, and counsels and disciplines staff consistent with Town policies.

Job Environment:

Administrative work is performed under typical office conditions. Frequent inspection work is performed under varying conditions, with exposure to various weather conditions, the hazards associated with construction sites, and chemical and biological hazards. Required to attend regular night meetings.

Regularly operates an automobile, computer, telephone, and standard office machines.

Makes frequent contacts with the general public, other Town departments/boards/committees, septic installers, engineers, architects, builders/developers, health care professionals and organizations, and state agencies. Contact is by telephone, in writing, through personal meetings, and meetings with groups and requires considerable persuasiveness and resourcefulness to influence the behavior of others.

Has access to all department-related confidential information including personnel records, pending public health-related law suits, criminal investigations and other sensitive information.

Director of Public Health
Town of Sudbury

Errors in either the technical application of recognized public health procedures, or in the interpretation of related information, could seriously endanger public health and safety, result in inadequate conditions of sanitation, have legal and financial ramifications, and cause adverse public relations for the department and for the Town.

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).

Plans, coordinates, and directs the public health programs and activities of the Town. In conjunction with the Board of Health, establishes the department's goals and priorities.

Conducts inspections of residential and commercial properties in accordance with state and local public health laws and regulations. Jurisdiction includes, but is not limited to: housing, lead paint, food establishments, tobacco, sales establishments, massage therapy establishments, septic haulers, rubbish haulers, swimming pools, summer camps, nuisances, and facilities that use or store hazardous materials.

Issues various licenses and permits based on application review, site inspections, and evaluation of the issues involved. Prepares related reports and records.

Supervises the enforcement of Title V of the State Environmental Code, requiring inspection and approval of septic system installations and repairs. Observes percolation tests and deep observation test holes; conducts site evaluations. Interviews applicants prior to the issuance of septic system installer licenses.

Reviews preliminary and definitive subdivision plans to determine whether or not any areas shown on the plan cannot be used for building sites without injury to public health. Drafts Board of Health reports.

Investigates reports of communicable diseases within the Town, reporting to state agencies as required and enforcing isolation and quarantine requirements as necessary.

Serves as the Town's Hazardous Waste Coordinator.

Conducts surface and ground water studies to monitor the water quality of the Town. Collects well water samples for residents; interprets results; recommends corrective action if necessary.

Investigates complaints regarding potential violations of state and local codes, rules and regulations relating to public health (including sewage and housing problems, food protection, hazardous waste sites, drinking water concerns, illegal dumping, and other recognized potential hazards). Completes related reports and records and takes all necessary action to enforce related regulations.

Responds to questions/concerns/complaints regarding the Health Department, its programs, local/state rules and regulations, and general public health issues.

Director of Public Health
Town of Sudbury

Serves as principal staff member to the Board of Health, drafting and developing policies, and undertaking special analysis and projects as assigned.

Researches, develops, recommends, and implements new programs in response to community public health needs and consistent with Board of Health priorities, addressing such issues as environmental protection, hazardous waste, lead poisoning, ground and surface water safety, etc.

Prepares the annual departmental budget for submission to the Town Manager. Oversees the monitoring of all department expenditures.

Regular attendance and punctuality at the workplace is required.

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

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in biology, public health, or related field; three years of progressively responsible experience in public and/or environmental health; some supervisory experience required; or any equivalent combination of education and experience.

Special Requirements:

Certification as a Registered Sanitarian or Certified Health Officer and Soil Evaluator in the Commonwealth of Massachusetts.

Possession of a valid motor vehicle operator's license.

Knowledge, Ability and Skill:

Knowledge: Comprehensive knowledge of the practices and administration of public health. Extensive knowledge of the applicable state and local laws and regulation relative to public health. Comprehensive knowledge of the state sanitary codes. Extensive knowledge of public health related field such as epidemiology, disease prevention, environmental health, and/or industrial hygiene.

Ability: Ability to read, analyze, and interpret common health and medical journals, financial reports, and legal documents. Ability to delegate responsibility and work well with subordinates. Ability to work effectively under time constraints to meet deadlines.

Skill: Imagination, innovation and judgment relating to planning and achieving department goals. Skills in operating above-mentioned equipment. Good customer service skills.

Director of Public Health
Town of Sudbury

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. Employee is regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common objects. Must be able to access all areas of structures to be inspected; traverses uneven terrain. Operates a keyboard at an efficient speed. May lift and/or move objects weighing up to 10 pounds such as books, equipment, supplies, etc. May spend a significant portion of shift standing and/or walking. Vision and hearing at or correctable to normal ranges. Communicates verbally and in writing.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).

Director of Public Health
Town of Sudbury