

## **DIRECTOR OF PUBLIC HEALTH**

### **DEFINITION**

Position is responsible for department level management of the Health Department; including the enforcement of all Board of Health regulations, local laws, rules, and regulations, federal and state laws pertaining to public and environmental health; directing the activities of all subordinate personnel, performing the administrative work of the department, acting as a liaison between local, state, and federal officials relative to public health programs, preparing and issuing reports, maintaining files, and preparing and managing departmental budgets.

### **ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

- Inspects or directs inspections of motels, nursery schools, nursing homes, camps trailer coach parks, houses, recreational areas, bathing places and Industrial plants; investigates complaints and recommends methods for correcting nuisances dangerous to health; investigates circumstances and home conditions of all cases of disease declared dangerous to public health; supervises observances of quarantine regulations; organizes and assists in the administration of clinics and similar preventive services. Conducts analysis and legal enforcement to obtain compliance with any violations found in the inspections. Initiates legal proceeding where approved by Board of Health in court if required.
- Inspects or directs inspections of restaurants, food handling and processing establishments; conducts educational courses for food handlers and other public health programs, approves food service facility plans and food personnel permits and licenses, and effects the microbiological testing of potentially hazardous foods and food contact surfaces and equipment..
- Inspects or directs inspections of individual sewage disposal systems, new installations, repairs, also advises owners of proper sewage disposal; investigates private water supplies for conformance with regulations; oversees soil evaluations and percolation tests; reviews and approves subsurface sewage disposal systems plans and Title 5 Septic System Inspection Reports submitted to the Canton Health Department, private well plans and related pertinent plans.
- Conducts enforcement for and makes court appearances on behalf of the Town of Canton Health Department.
- Oversees and conducts swimming pool inspections and reviews sample analysis reports of pool waters.

- Enforces the State Sanitary Code and local health regulations; advises the Board as to legislation in the field of public health.
- Arranges for hearings before the Board of Health and investigates applicants for licenses issued by the Board. Issues temporary licenses as needed
- Acts as the sole PIO for the Canton Health Department and disseminates health information to the public through news media, pamphlets, etc.
- Prepares reports and maintains records of inspections; makes recommendations to the Board; compiles various departmental reports, handles correspondence. Reviews all reports of staff members and ensures follow-up.
- Writes and prepares public health regulations, protocols, and policies for votes by the Board of Health.
- Review all sub-division plans and requests for special permits and makes reports to appropriate Boards as it refers to matters of public health.
- Enforces public health related violations; determines procedures requiring legal action to be taken on all matters of public health.
- Interviews potential employees for the Health Department and makes initial recommendation on hiring employees and other personnel actions. May recommend to the Board of Selectman termination of staff members as necessary.
- Responsible for preparation and spending of departmental budget and all administrative, regular, or special reports. Reviews and signs contracts for the Department as required
- Review and be knowledgeable of public health laws, and seek training for enforcement as needed.
- Applies for and obtains grant funding for the Health Department and its programs.
- Is responsible for independent, discretionary decisions as related to the operation and management of the health department, its statutory duties under the laws of the commonwealth and Federal Government.
- Recruits, manages, trains and drills the Canton Medical Reserve Corps (MRC) of emergency volunteers consisting of doctors, nurses, nurse practitioners, physicians assistants and other medical and non-medical personnel pursuant to the authority and requirements of the United States Surgeon General's Office and the Center for Disease Control and Prevention (CDC). Conducts and is authorized to review CORI and SORI Background checks for MRC volunteers.

- Meets regularly and is part of the regional Medical Reserve Corps, and acquires funding for same.
- Prepares and maintains the Emergency Dispensing and All Hazards Preparedness Plans and trains medical personnel, emergency preparedness personnel, and MRC personnel in emergency preparedness and sheltering plans and procedures as necessary.
- Attends national conferences, trainings, and meetings as necessary related to public health, the MRC, and emergency preparedness.
- Performs other related duties as required

### **SUPERVISION RECEIVED**

Under administrative and policy direction of the Board of Health, the incumbent works from policies, goals, and objectives; establishes short and long-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the Board only where clarification, interpretation, or exception to policy may be required. The incumbent exercises control in the development of departmental policies, goals, objectives and budgets and is expected to resolve all conflicts which arise and coordinate with others as needed.

### **SUPERVISION EXERCISED**

Incumbent manager is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds, and staff, and resources; reporting periodically on the achievement and status of the program objectives; and recommending new goals. The incumbent typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure, operating guidelines and work operations; formulates, prepares and defends budget; coordinates program efforts with other departments; approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

### **ACCOUNTABILITY**

Duties include department level responsibility for technical processes, service delivery, and contribution to plans and objectives and fiscal responsibility for the department, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could jeopardize department operations or have financial and legal repercussions, missed deadlines and adverse public relations for the Town, or could endanger community health.

## **JUDGMENT**

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The incumbent is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

## **COMPLEXITY**

The work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, integrating activities and programs for a major functional area of the organization.

## **NATURE AND PURPOSE OF CONTACTS**

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise are required to secure support, concurrence and acceptance or compliance. The employee may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately. Incumbent is the Department's main contact and liaison and with Federal, State, and local officials.

## **CONFIDENTIALITY**

The employee has access to confidential information, including official personnel files, law suits, criminal records/investigations, client records, and department records, as well as medical and psychological records.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree in public health or biological science and three to five years of experience in a related field; or an equivalent combination of education and experience. Master's degree preferred. Registered Sanitarian, Soil Evaluator, Title 5 Septic System Inspector, Certified Health Officer preferred.

## **KNOWLEDGE ABILITIES AND SKILLS**

**Knowledge:** Knowledge of public and environmental health; federal, state and local laws; all matters related to public health and sanitation, septic system construction and maintenance.

**Ability:** Ability to read and understand construction plans and specification documents

**Skill:** Skill in developing and implementing office policies and procedure, as well as some scientific and technological equipment usage.

## **WORK ENVIRONMENT**

Working conditions involve occasional exposure to elements found in the field, such as work sites, walking property to inspect, construction sites, etc. May be exposed to elements, but work can typically be rescheduled to avoid harsh elements.

## **PHYSICAL, MOTOR, AND VISUAL SKILLS**

### **Physical Skills**

Work is typically in an office setting, involving sitting, with intermittent periods of stooping, walking, and standing. When in the field, may require some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 50 lbs.). There may be need to stretch and reach to retrieve materials.

### **Motor Skills**

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld and scientific technology, and other office equipment.

### **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes, and analytical observations.