

**TOWN OF TOPSFIELD  
HEALTH DIRECTOR  
JOB DESCRIPTION**

**Position Purpose:**

The purpose of this position is to educate, promote, improve, and protect the public health, wellbeing and sanitary living conditions of all the residents of the Town of Topsfield, while contributing to building a healthy community and protections of the environment in which to live. Under the Commonwealth of Massachusetts General Law and the U.S. Department of Health and Human Services Federal Public Health Laws, the Health Department is mandated under a dutiful obligation to develop and implement health policies, standards, bylaws, and regulations and all other related work as required. The Health Department is also obligated to conduct inspections, plan and organize public health programs and provide public health services to the community. This position is Fair Labor Standards Act (FLSA) ‘exempt.’

**Supervision:**

*Supervision Scope:* Performs complex and highly responsible duties requiring initiative, organizational skills and independent judgment in the planning, administration and execution of the department's programs and services, and in the direction of personnel and outside consultants and vendors. In addition, will also conduct and supervise a variety of inspectional health services, participate in long range planning, and development of policies, regulations, and by-laws.

*Supervision Received:* With latitude for independent judgment and action, works under the policy direction and statutory/regulatory authority of the Board of Health, as well as, the day-to-day administrative reporting and general oversight of the Town Administrator/Select Board. As a town-wide Department Head, the Health Director assumes responsibility for developing and achieving the department’s goals and objectives.

*Supervision Given:* Directly supervises department employees; Develops job direction, assigns tasks and instructions. Supervises outside consultants, interns and temporary personnel as needed. Recommends qualified Alternate Inspectors for appointment by the Board of Health and Select Board as needed for the Topsfield Fair and other Topsfield activities and events.

**Appointment & Reporting:**

The Health Director is appointed by the five-member Board of Health for statutory and regulatory authority, and by the five-member Select Board for department head status and administrative/budgetary authority. The Health Director has dual reporting responsibility as he/she receives policy & regulatory direction from the Board of Health, and general day-to-day administrative/management direction from the Town Administrator. Both the Chair of the Board of Health and the Town Administrator will collaborate and coordinate with the Health Director, specifically with regard to reporting structure, personnel activities and any annual performance appraisals that may be required under the Town’s Personnel By-Law and Personnel Rules and Regulations.

**Job Environment:**

Administrative work is typically performed in an office environment. Regular information gathering and inspection work is performed outdoors with occasional exposure to inclement weather, infectious and contagious diseases and, at times, may require the use of personal

protective equipment.

Regularly operates an automobile, testing/sampling equipment, hand tools, computer, telephones, copier, facsimile machine, and other standard office machines. Inspectional/field work may include safety equipment, personal protective gear, cameras, specimen collection/field test kits, electronic and precision tools and equipment (e.g. thermometers, meters, test strips, water testing kits). On-call availability 24/7 is required.

Interacts frequently with local, state and federal governmental agencies and organizations; other town departments; lawyers, developers, septic designers and installers, contractors, food professionals, local business owners, vendors, consultants and emergency preparedness groups. Contacts require an effective information exchange of dialogue and requires discussing complex administrative issues.

Administrative and technical work is performed in a moderately noisy office with constant interruptions during the day from the general public at the counter and on the phone and dealing with citizens' or contractors' issues and problems.

Has access to all department-related confidential information including personnel records, criminal investigations, and sensitive medical information about citizens, which require the application of appropriate judgment, discretion and professional protocols.

Errors in judgment may result in adverse effects upon the community at large regarding health, safety, and well-being of the general population; danger to personal health/safety; and have direct financial and legal repercussions.

**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.)*

**Public Health & Disease Control:**

Monitors health and disease control within the town. Receives and manages notices of communicable disease from the Massachusetts Virtual Epidemiologic Network (“MAVEN”). Works with the Visiting Nurses Association and Tri-Town Public Health Nurse to perform communicable disease follow-up; prepares reports for the Department of Public Health. Contacts nursing services when needed. Provides input to the town’s municipal social media sites to inform the public, as well as, answers questions from the public on general health issues.

Oversees the coordination of vaccination clinics for the Town, including vaccine reimbursement from third parties.

In cases where Rabies is suspected, coordinates with other Town officials to arrange for testing of specimen at the state laboratory. Coordinates management of human exposure to suspect rabid animals.

**Emergency Preparedness:**

Responsible for public health emergency preparedness as the Town's primary emergency public health contact. Works with Region 3 Health and Medical Coordinating Coalition (HMCC) and the Massachusetts Office of Preparedness and Emergency Management (OPEM) and other local public health officials in PHEP Region 3A to develop strategies and activities that will increase Topsfield's ability to be operationally ready to execute plans, respond to, and recover from, public health threats and emergencies, with a focus on community resilience, incident management, information management and countermeasures and mitigation.

Monitors and manages local public health emergencies via use of the Health and Homeland Alert Network (HHAN) and Web based Emergency Operations Center (WebEOC). Coordinates local emergency response volunteers from the Medical Reserve Corps

Coordinates the Town's public health and preparedness activities in collaboration with Topsfield's Fire Chief/Emergency Management Director, Police Chief, Regional 9-1-1 Communications Center, and other town departments and Tri-Town agencies.

**Environmental Health and Regulatory Programs, including Permitting**

Investigates citizen complaints including but not limited to housing, food, nuisance, onsite sewage disposal and miscellaneous public health concerns as necessary; Tracks legal timelines for permit applications and certificates.

Responsible for enforcement of all matters pertaining to 310 CMR 15.000: Title 5 of the State Environmental Code : STANDARD REQUIREMENTS FOR THE SITING, CONSTRUCTION, INSPECTION, UPGRADE AND EXPANSION OF ON-SITE SEWAGE TREATMENT AND DISPOSAL SYSTEMS AND FOR THE TRANSPORT AND DISPOSAL OF SEPTAGE  
Reviews permit applications and issues permits to septic installers and septic haulers; reviews septic plans, issues permits, inspects installations and issues a Certificate of Compliance upon completion. Administers septic installer exam.

Witnesses soil evaluation tests, deep observation holes and percolation tests. Reviews all Title 5 Inspection Reports submitted to the Board of Health.

Reviews permit applications and issues permits for all local food establishments, tobacco retailers, swimming pools, tanning salons, beaches and recreational camps. Inspects and enforces regulations for camps, tobacco, food and housing.

Oversees the compliance of Hood Pond with State regulations for freshwater beaches. Reviews applications and issues permits. Issues beaver and muskrat trapping permits according to Department of Fisheries and Wildlife Regulations.

Acts on the behalf of the Board of Health in emergency situations; Issues Enforcement Orders; performs related inspections and re-inspections.

**Administration:**

Keeps the Board of Health members informed of issues on a timely basis and coordinates and attends the monthly board meetings. Responsible for coordination and oversight of Board

Meeting agendas, postings and minutes in accordance with the Open Meeting Law.

Tracks legal requirements and timelines for permit applications, certificates and reports regularly back to the Board of Health. Coordinates Board activities with Inspectional Services and Conservation staff, and other public officials.

Acts as custodian for all public records under the authority of the Board of Health; Responds to public records requests as needed. Develops outreach information for residents, including information and notifications that utilize the Town website. Responsible for compiling departmental statistics and reporting for the Town's Annual Town Report and website updates.

Develops, coordinates and maintains department budget. Attends Select Board and Finance Committee meetings as necessary to support and promote department budget requests, to promote ongoing activities, or to coordinate or publicize new initiatives to benefit the residents of Topsfield. Attends Department Head Meetings and the Annual Town Meeting.

Writes grant proposals; Applies for and manages funds from outside sources, including Centers for Disease Control and Prevention funding for public health emergency preparedness and Public Health Excellence Grant funding.

Works with staff and other departments and towns to coordinate public health outreach, environmental safety initiatives, disease control measures and annual hazardous waste collections. Works with the DPW and other town departments to help promote citizen information sharing regarding solid waste removal, recycling options and tobacco control. Participates on the Town's Public Safety Committee and Employee Safety Committee.

Participates in community events to promote public health with the citizens of Topsfield. Participates in emergency management activities with the Fire Chief, Police Chief and other Town Departments. Collaborates with other Town Departments, such as the Elementary Schools, Masconomet, and Council on Aging on public health initiatives and outreach efforts.

Represents the Town and the Topsfield Board of Health on various local, regional and state organizations, including the Healthy Communities Tobacco Control Collaborative, Massachusetts Department of Public Health Region 3A Public Health Emergency Preparedness Coalition, the Tri-Town Council and the Northeast Massachusetts Mosquito Control and Wetlands Management District.

Performs other general sanitary code compliance and monitoring activities. Addresses a variety of other public health issues and concerns.

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

**Qualifications:**

**Education, Training and Experience:**

Bachelor's degree in environmental science, public health or related field required; three (3) years of experience working for a Massachusetts Board of Health/public health department; or five (5) years of experience working for a municipal Board of Health/public health department

outside of Massachusetts; or seven (7) or more years of experience working in a related health/environmental field; or any equivalent combination of education and experience. Experience in a municipal setting is preferred; Experience with a Massachusetts municipality is highly preferred.

Special Requirements – Required upon Hiring:

Possession of a valid MA Class D motor vehicle operator's license.

Certification as a Food Protection Manager, ie. ServSafe.

Certified Pool operation

Sanitarian. ([www.mahb.org/job-descriptions-and-local-contracts/sanitarian](http://www.mahb.org/job-descriptions-and-local-contracts/sanitarian))

Certifications/Licenses - Within six (6) months of Hire:

Massachusetts Licensure as a Registered Sanitarian

Massachusetts Licensure as Soil Evaluator

Massachusetts Licensure as Lead Paint Determinator

National Certification as Pool Operator

National Certification as Food Safety Professional

Licenses/Training – Within twelve (12) months of Hire:

National Licensure as a Registered Environmental Health Specialist/Registered Sanitarian

Massachusetts Public Health Inspector Training as a Housing Inspector

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 regulations relative to public health. Comprehensive knowledge of the state sanitary codes. Extensive knowledge of public health related field such as epidemiology, disease prevention, and environmental health. General knowledge of Uniform Procurement Act, Open Meeting Law, conflict of Interest and Public Records Law.

*Ability:* Ability to read, analyze, and interpret common health and medical journals, financial reports, and engineering plans. Demonstrated ability to formulate goals and objectives and to establish and maintain effective contacts with a variety of groups and organizations in and outside the government. Ability to work independently with little daily supervision and manage complex tasks. Ability to communicate effectively both verbally and in writing. Ability to enforce the department's rules/regulations/state laws impartially.

*Skill:* High level of computer proficiency and appropriate software applications (Microsoft Office Suite, MUNIS). Skill in working with numbers and details. Excellent writing and verbal communication skills.

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.*

This position splits its duties between an office-based job in a municipal setting, and off-site field work to conduct inspections, initiate enforcement actions, and the like. Field work is conducted

under varying weather and other conditions with exposure to some occupational risks, and requires local travel. Moderate physical effort required while conducting field work; must be able to access all areas of inspection site, which frequently includes hard-to-reach areas or areas of limited space and which frequently includes unimproved terrain. Lifts/moves objects weighing up to 30 pounds.

*(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.)*

**Approved: Board of Health, Date: 11.9.2022**