

POSITION TITLE: ADMINISTRATOR/INSPECTOR - Board of Health

- A. I. SUPERVISOR: The Board of Health through its Chairperson directs the technical work to achieve the goals of the Department. The Executive Secretary supervises the hours worked.
- II. GENERAL DESCRIPTION OF DUTIES: Technical, clerical, and administrative support for the Board. Responsible for the day to day activities of the Department and to provide the inspection services as required by Massachusetts General Laws (MGL).

III. DUTIES AND RESPONSIBILITIES:

General Duties

- A. Assist in developing department goals and develop plans to achieve them.
- B. Prepare preliminary budgets for the Board accounts.
- C. Work in coordination with State agencies as directed, the Board engineering consultant, and with the Executive Secretary's approval consult with the Town Counsel.
- D. Assist the Town Hall in general answering phone. answering questions from walk in public and assist the public when other departments are not available.
- E. Other duties as assigned by the Chairman of the Board or the Executive Secretary in coordination with the Chairman.
- F. Serve the public courteously and responsibly.

Administrative Duties

- G. Maintain files, organizes appointments and meetings, prepares agent, and attends all meetings of the Board and its subcommittees as necessary.
- H. Inform the Board of Health activities, progress and problems; make recommendations for Board action; facilitate the Board decision making process.
- I. Serve as the Board's point of contact with the public and other agencies.
- J. Prepare all Board correspondence in a timely manner for Board review, approval, and distribution.
- K. Process all mail, process receipts for payment to the Town Treasurer; and prepare billing review for the Board.

- L. Assist the public with the filing procedures, rule interpretation, and Board questions; as well as with research and educational materials for the Board and general public use.
- K. Maintain Board of Health records on septic systems, wells, food establishments, and other topics within its jurisdiction; maintain accurate hardcopy records.

Inspector Duties

- M. investigate complaints and violations; including but not limited to housing, food, septic systems, wells, hazardous waste, oil spills, and air quality in coordination with other agencies; enforce corrective actions when appropriate.
- N. Issue permits as directed by the Board.
- O. Perform inspection of permit holders; including but not limited to commercial food establishments, residential kitchens preparing food for sale, semi-public swimming pools, observe perc tests, and septic systems; verify engineer's inspections.
- P. Investigate and report food borne illness, communicable diseases and other diseases as required by the Board, state agencies or regulations.
- Q. Participate in Emergency Management planning and response. Cooperate with other departments, island agencies, and state officials.
- R. Participation in planning, delivery, and coordination of public health services as appropriate.
- S. Prepare Requests for Proposals (RFP) as necessary.
- T. Oversight of Board contract employees, Public Health Nurse and contract food inspector.

The essential functions of duties are listed are intended only as illustrations of the various types of work that may be performed. The commission 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.

These duties shall be performed appropriately to represent the decisions and policies of the Board and of the Town, and with respect and confidentiality of the applicants, permit holders, public, and the Board as required by State, Federal, and local laws.

Educate self in Massachusetts General Laws and Code of Massachusetts Regulations (CMR) and other sources as they pertain to the Boards practices and procedures; review change in requirements by Federal, State, and local laws.

Participate in continuing education through classes and conferences as determined by the Board and in coordination with the Board of Selectmen.

IV. Supervisory Skills: At the direction of the BOH oversee BOH contracted personnel.

V. Required Knowledge Skill and Abilities

- A. High school diploma or GED.
- B. Knowledge of Town by-laws and practices as they relate to the responsibilities of the Board or the ability to learn them in six months time.
- C. Ability to work with little day to day supervision.
- D. Ability to interpret construction and engineering plans.
- E. Ability to present public policy issues or other BOH related material in a clear concise manner written or oral to the Board and the Public.
- F. Ability to communicate professionally with Town employees, state and local officials, and the general public.
- G. Ability to preform complex clerical operations.
- H. Ability to occasionally lift up to fifty (50) pounds.
- I. Strong skills in general office automations: work processing, spread sheets, and database.
- J. Within three (3) years completion of Certification in Massachusetts Food Protection Manager Certification, Soil Evaluator, Public Water Supply operator (VSS), and Septic Systems Inspector.
- K. Able to pass a CORI check as defined by the designated CORI officer in the Town of Chilmark.
- L. Respect the privacy of co-workers ad the public served.
- M. Valid MA drivers license and registered vehicle for use.

VI. Position Grade Level and Time Requirements:

Grade 7	35 Hours per week
Grade 8	35 Hours per week upon completion of all certifications with the approval of the BOH.

VII.

Approved by: Personnel Board

Chairman:  Date: 10 June 2016

Approve by: Board of Selectmen:

Chairman: _____ Date: _____