



**City of Holyoke  
Board of Health  
Full-Time Director  
Job Posting - December 21, 2023- Until filled  
Internal December 21, 2023- December 31, 2023**

**Position Summary:** Performs administrative work of a difficult and responsible nature in overseeing and participating in enforcement of all State laws, regulations, and City Ordinances relating to public and environmental health. Organizes and participates in Board of Health meetings. Carries out various programs of Community Health, Environmental Services, and Health Education in order to protect public health and improve the quality of life in the community.

**Supervision:** Exercises independent judgment and initiative in the planning, administration and execution of public health services. Performs responsible functions in accordance with state statutes and local bylaws. Supervises staff within the department. Works under the general direction of the Board of Health and in accordance with applicable provisions of the Massachusetts General Laws, Board of Health regulations, and City ordinances.

**Essential Functions:** Oversees the enforcement of all Massachusetts Department of Public Health State Sanitary Codes, and various other applicable State regulations, statutes, and City Ordinances. Participates in investigations and enforcements as needed. Maintains records, reports, prepares and submits regular and special reports to the Board. Prepares and maintains the fiscal year budget throughout the year. Applies for grants and administers them for designated projects as required by contracts. Responsible for evaluating community health resources and making recommendations. Research successful relationships in other communities. Observes soil suitability percolation tests for sewage disposal system construction and repair and extermination applications for demolition of structures. Responds to inquiries from parties affected by code enforcement activities, including business and property owners, facility operators, landlords, tenants, and attorneys. Enforces compliance actions, and other activities with affected parties and appropriate local, state, or federal authorities. Prepares and recommends regulations for adoption by the Board of Health. Makes referrals to other city departments and agencies when necessary; Assists in preparing complaints and cases for legal prosecution; Ability to interpret state and local codes and regulations pertaining to division methods, procedures, and operations. Investigates food borne outbreaks and epidemiology of communicable disease cases.

*The functions above are normal for this position. Other duties may be required and assigned. The essential functions or duties listed above are intended only as examples of the 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.*

**Knowledge, skills, and abilities required:** Knowledge of health code and technical interpretations. Knowledge of public health laws, rules, and regulations. Leadership, planning, administrative, and computer skills including statistical analysis. Ability to communicate effectively orally and in writing. Ability to draft reports, business correspondences and procedural manuals. Ability to effectively present information and prepare responses to questions from groups of managers, clients, customers, and the general public. Ability to solve practical problems. Ability to calculate figures or amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Apply concepts related to basic algebra and geometry.

**Experience required:** Five years of experience in code interpretation, inspection and enforcement activities, or equivalent education and experience.

**Education, certification, licensure required:** Bachelor's degree in a field related to public health or equivalent experience and education. Registered Sanitarian License. Certified Pool Operator Certificate, ETS or ServSafe Certificate. Thorough knowledge of State and local laws, and modern practices pertaining to the public and environmental health.

**Education, certification, licensure preferred:** Certified Soil Evaluator and Soil Evaluator certifications preferred.

**Job Environment:** Employee is required to attend occasional night meetings; regularly operates motor vehicle; operates computer and standard office equipment; Makes frequent contacts with the general public, other city departments, boards, and committees, health care professionals and organizations, contractors, local/state agencies, and the general public.

**Physical Requirements:** 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 office objects. Employee may occasionally lift and/or move objects weighing up to 25 pounds such as equipment, supplies, etc. Vision and hearing at or correctable to normal ranges.

*The physical demands described above are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation(s) if needed will be provided for the employee with the adequate strength, dexterity, coordination, and visual acuity in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.*

**Fair Labor Standards Act (FLSA) status:** Exempt

**Employment status & Hours:** Regular Full-Time employment, 35 hours per week, Monday-Friday 8:30am - 4:30pm. Occasional evening meetings.

**Pay Rate:** \$77,788.32-\$102,875.05 annually PS/AFSCME

**Employee Benefits:** Health, Dental, Life Insurance, Optional Vision, Flexible Spending Account (FSA)

**The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. 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.**