

Job Description

Health Officer, Town of Pelham, New Hampshire

Position purpose:

The Health Officer position provides the expertise, managerial and supervisory acumen, and administrative and planning direction in the direct enforcement and investigative programs of all aspects of the functional areas of environmental and public health operated by the Town of Pelham; said programs are designed to protect the health of the citizens and all individuals visiting the town. To define, eliminate, control or manage environmental hazards which may exert a harmful influence on the health and well being of the public and foster those factors which have a positive impact on the good health and well being of the public-at-large. Incumbent educates and informs the public on environmental issues.

Specific Duties:

- Inspection of food service establishments
- Inspections of foster care homes
- Investigating nuisance complaints
- Health and Minimum standards in rental situations
- Distribution of Health alert information
- Water testing
- Emergency planning
- Animal complaints regarding living conditions
- Indoor air quality testing
- Insect and rodent control
- Environmental site evaluations
- Lead paint assessments
- Radon advisory
- Drinking water protection
- Toxic/hazardous waste
- Pools and spas in hotel and rentals

Reviews the following administrative duties:

- Oversees all department budget activities and expenditures
- Reviews all incoming and outgoing correspondence
- Attends necessary meetings and conferences
- Maintains and evaluates records and reports
- Consults and assists with other city agencies in matters pertaining to environmental control and management of environmental health issues
- Confers with other local and State health agencies on resolving mutual problems
- Serves on several advisory task force committees, serves on committees for grant programs

Directs and reviews enforcement parameters of all regulations for environmental health:

- Reviews construction plans
- Inspects licensed day care operations
- Licensing and permitting of environmental health programs
- Food service establishments, septic systems, commercial and solid waste companies, swimming pools and spas
- Approves approval of facilities for State liquor Licensing Agency
- Responds to complaints from public on environmental health issues

Performs planning and organizing Environmental Health Department special investigations to include:

- Problem analysis
- Risk analysis
- Determination of appropriate correction, control, or management principles
- Documentation of all findings
- Evaluating environmental threats or incidences
- Special investigations done in the following areas: Food borne disease outbreak, Indoor air quality, emergency response to environmental issues

Confidential data:

- This position works with information, processes, or data that are, or would be, sensitive or damaging to individuals or the town if made public or not properly safeguarded.

Education:

- College Education preferred
- Willingness to enroll in courses in environmental health or public health