

TOWN OF TILTON

JOB DESCRIPTION: HEALTH OFFICER; PART TIME EXEMPT, SALARIED

APRIL 24, 2014

1.

HEALTH OFFICER

JOB SUMMARY

Enforce applicable New Hampshire laws and administrative rules, local ordinances and regulations. Serves as the town liaison between state officials, local elected officials on issues concerning local environmental and public health. To participate in the development of regional environmental and public health emergency preparedness.

SUPERVISION RECEIVED

Works under the broad supervision of the Town Board of Health (i.e. the Board of Selectmen). Performs duties independently, making decisions based on federal & state laws, administrative rules, local ordinances and regulations.

PRIMARY DUTIES

Communicable Diseases:

Assists the Division of Public Health Service, as requested during disease outbreaks. A primary role is to assist in disseminating educational materials throughout Tilton.

Emergency response:

Participate in the development of local Emergency Operations Plans, act as liaisons to Tilton citizens by linking them to state, local and federal resources and by distributing educational materials from the state and federal agencies during the response to and recovery from an emergency.

Public Health Nuisances (RSA 147):

Conducts sanitary investigations into complaints and nuisances that may endanger public health. These may include noise, garbage, insects, unsanitary living conditions, rodents, and safe drinking water inspections.

Septic Systems:

Inspects septic systems to determine if it has failed and , when necessary, coordinate with the NH Department of Environmental Services to certify septic system failure.

Rental Housing (RSA 48-A):

Enforces minimum standards for rental housing, including: safe drinking water, availability of hot water, garbage control, properly functioning septic system, vermin control, adequate heat, and that walls and roofs do not leak.

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2.

Health Facilities:

Inspects new or modified health facilities to certify that they meet local health codes. These include hospitals, nursing homes, massage therapy establishments, electrologists, hair salons, and health club facilities.

Child Care/ Foster Homes:

Inspects/ approves facilities used to provide childcare and the home of persons serving as foster parents to assure they meet local and state health codes.

Food-Borne Illness:

Responds to complaints and reports cases of suspected or known violations to the Department of Public Health Services Food Protection Section.

Mosquito Borne Illnesses:

Plays an important role in disseminating educational materials to the community regarding West Nile Virus and Eastern Equine Encephalitis and may collect dead birds for testing by the Department of Public Health Laboratory upon request.

Rabies:

Enforces the rabies Control Act, in cooperation with the local animal control officer. Serves as local resource for information on rabies.

Lead:

May conduct lead paint poisoning inspections with a Department of Public Health lead inspector upon request. The DPHS' Childhood Lead Poisoning Program may also request the local health officer whether lead hazard reduction activities are taking place, or check to determine if a child under the age of 5 resides in a particular dwelling unit.

Drinking Water:

Tests any private / public water supply suspected of being unsafe, per directives from the Department of Environmental Services.

Public Swimming Places:

Test water per directives from the Department of Environmental Services.

Smoking:

Follows up on complaints and violations of the smoking law, at the request of the Department of Public Health.

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3.

Keeps the Town Administrator advised of any actions requiring attorneys services or other unusual problems

Maintains written reports on all inspections and re-inspections.

Provide written monthly reports to the Board of Selectmen on number of cases, violations, progress, problems concerning or outcomes so that the Board of Selectmen is kept informed of the level of activity in the Town.

Make recommendations for changes needed concerning an ordinance and or propose new ordinances that would assist in carrying out the duties of the position.

Establish good working relationships with other Town Departments, other public or outside agencies and Town residents while enforcing all applicable laws and ordinances.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED.

Ability to read, write and speak English. Knowledge of State and Town public health laws, rules and regulations; knowledge of the principles of environmental sanitation and inspection procedures; knowledge of enforcement procedures in connection with environmental health violations; knowledge of collection procedures for samples to be tested. Ability to conduct investigations and make reports of findings; ability to speak and write effectively; ability to interpret technical regulations; ability to maintain a high level of professionalism and confidentiality at all times; ability to re-direct and de-escalate emotional or volatile situations; ability to deal with public relations problems courteously and tactfully; ability to develop and maintain effective working relationships with the public and various state and local officials.

MINIMUM QUALIFICATIONS REQUIRED

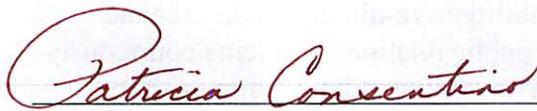
Bachelor's degree with major study in health or medical field, bacteriology, or other science; experience with health and safety matters; experience with septic systems; or any equivalent combinations of educations and experience which demonstrates possession of the required knowledge, skills, and abilities.

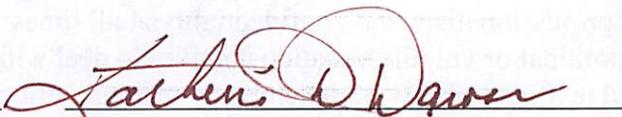
PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

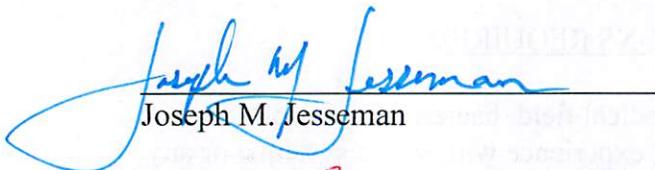
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

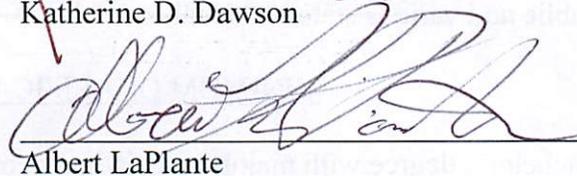
Will require communications, receiving information and instructions from others, telephone and computer skills, current NH drivers license. Physical demands while performing inspections and investigations include traversing rough terrain; other physical effort required in walking, standing, climbing up and down, and lifting up to 25 pounds. Work may also involve emotional stress in dealing with difficult situations. Work is performed under varied conditions involving some disagreeable factors such as inclement weather, human waste, dead birds, wetlands and refuse; exposure to normal hazards while making site visits, as well as exposure to minor injuries such as cuts and bruises, grotesque sights and smells associated with unsanitary or unhealthful conditions, periods of sunlight, poisonous plants, and insects and bees.

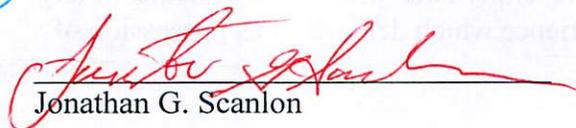
Adopted April 24, 2014


Patricia Consentino


Katherine D. Dawson


Joseph M. Jesseman


Albert LaPlante


Jonathan G. Scanlon

TILTON BOARD OF SELECTMEN