POSITION DESCRIPTION
Town of New Ipswich

Position Title: Health Officer
Department: Appointed by: The Commissioner of the Department of Health and Human Services (DHHS)
Classification: Regular Part Time Salaried Position Non-Exempt

GENERAL PURPOSE

Works together with the Board of Selectmen as the Board of Health; appointed by the Commissioner of the New Hampshire Department of Health and Human Services upon recommendation by the Board of Selectmen. Administers and performs inspectional work in the enforcement of Federal, State and Town public health laws, rules, codes and regulations.

The Health Officer has a critical role in effective local and regional environmental and public health systems and, pursuant to RSA 128, and other associated statutes and regulations, is responsible for three critical functions:

- To enforce applicable New Hampshire laws and administrative rules (i.e. regulations), as well as local ordinances and regulations.
- To serve as a liaison between state officials, local elected officials, and the Town on issues concerning local environmental and public health.
- To be a leader and active participant in efforts to develop regional environmental and public health capacities.

SUPERVISION RECEIVED

The Health Officer is recommended by the Board of Selectmen and appointed by the Commissioner of the Department of Health and Human Services (DHHS). The Health Officer may be removed from office by the Commissioner of DHHS or the Board of Selectmen.

The Health Officer works under the general guidance and direction of the Selectmen and acting through the Director of Planning and Community Development.

SUPERVISION EXERCISED

May supervise a Deputy Health Officer if such position is established, subject to the approval of the Board of Selectmen.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works closely with other enforcement personnel of the Town including the Police Chief, Fire Chief, Fire Inspector and Code Enforcement Officer coordinating as necessary on the investigation of complaints of violations.

Conducts field investigations of potential violations: gathers evidence; questions or interrogates complainants, witnesses and suspects; compares

facts to requirements; makes findings; working with other enforcement personnel making recommendations to Selectmen regarding the issuance of warnings, correction notices, or citations.

Prepares health-related codes and regulations, as provided under RSA 147, and amendments thereto. subject to approval of the Board of Selectmen.

Maintains in the Town offices a variety of logs, files and records related to inspection and enforcement activities, and other responsibilities of the position.

Reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution. Prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case report for court action; testifies in court. Coordinates efforts with the appropriate Town departments, the prosecuting attorney, and other staff or agencies, as needed.

Assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as required.

PRIORITY DUTIES

PUBLIC HEALTH NUISANCES:

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

SEPTIC SYSTEMS:

- Inspect septic systems to determine if a system has failed and, when necessary, coordinate with the New Hampshire Department of Environmental Services to certify septic system failure. The Health Officer may perform a dye test and a test of suspected sewage to confirm system failure.

RENTAL HOUSING (RSA 48A):

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

CHILDCARE\FOSTER HOMES:

- Inspect\approve facilities used to provide childcare and the homes of people serving as foster parents to assure they meet local health codes.

PUBLIC SWIMMING PLACES:

- Test water per directives from the Department of Environmental Services.

SCHOOL INSPECTIONS:

- Inspect general conditions throughout buildings.

- Review water supply, septic systems, and toilet facilities. Verify that food preparation and dining areas have been appropriately licensed, if necessary.
- Animals on or near the school, view any cage or areas where animals are kept and determine if the conditions negatively impact the health of students or staff.
- Other, refers to miscellaneous concerns impacting student and staff health.

EMERGENCY RESPONSE:

- Participates in the development of local Emergency Management plans and operations.
- Acts as liaison to local 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.
- Participates in regional public health planning initiatives

HEALTH FACILITIES:

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

SECONDARY DUTIES

COMMUNICABLE DISEASES:

- May be called upon to assist the DPHS, Bureau of Communicable Disease as requested during disease outbreaks.
- Assists in disseminating educational materials.

PUBLIC EDUCATION:

- Provides education to residents, local officials, and public health system partners. This is achieved by disseminating materials produced by local, state and national partners, sharing expertise with individuals and groups in the community, and educating local officials and other partners about important environmental health issues and needs.

FOOD-BORNE ILLNESS:

- Respond to complaints and report cases of suspected or known violations of the Food Code to the DPHS Food Protection Section. In conjunction with the DPHS Food Protection Section, health officers may be asked to contact food service establishments in the event of a food-borne disease outbreak.

LEAD:

- Conduct lead paint poisoning inspections with a DPHS lead inspector upon request. The DPHS Health Homes Lead Poisoning Prevention Program may also request that a local health officer verify 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:

- Test any public\private water supply suspected of being unsafe, per directives from the Department of Environmental Services.

ENVIRONMENT AND PHYSICAL DEMANDS

Work is performed mostly in field settings. Considerable outdoor work in various weather conditions is required in the inspection of various land uses and other matters.

SPECIAL REQUIREMENT S

- Must possess a valid State driver's license or have the ability to obtain one prior to employment
- Must be a resident of the State of NH

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of reasonable accommodation to be determined by Management on a case by case basis.

Print Name_____

_____ _____

Employee Signature Date

Approval_____

Department Head