

TOWN OF EXETER

JOB TITLE: Health Officer

Revised 08/22/2023

DEPARTMENT: Health/Fire

POSITION NUMBER: 303

EMPLOYMENT STATUS: Full-Time, Non-Union

EXEMPT STATUS: Administrative Exemption

LABOR GRADE: 11

JOB SUMMARY: The Health Officer plans, directs, coordinates, and supervises the day to day operations of the Town Health Department, including licensing and inspecting food service facilities, responding to landlord/tenant issues and complaints, addressing environmental issues, fire and life safety inspections at food service facilities and others as assigned, resolving public health nuisances, and promoting general public health and safety. This position is also called upon in emergency situations and implements a public health response as necessary.

SUPERVISION RECEIVED: The Health Officer receives general supervision and policy direction from the Fire Chief and is evaluated based upon the achievement of assigned goals and objectives. The Health Officer will collaborate and work closely with the Deputy Fire Chief – Fire Prevention/Deputy Health Officer.

SUPERVISION EXERCISED: N/A

ESSENTIAL DUTIES: (The listed examples may not include all duties of the position)

1. Inspects food service facilities, including plans review, pre-open consultations, licensure, annual inspections, and investigates complaints and reports of foodborne illness.
2. Investigates complaints, including – trash/dumpsters/animals/arthropods/hoarding/housing standards/food safety/infectious disease/noise/landlord-tenant/hazardous waste.
3. Conducts public health program planning & outreach, development and implementation of programs/forms/rules. May include public speaking and presentations.
4. Assists in the investigation of emergency situations and participates in emergency activities at the Emergency Operations Center (EOC).
5. Determines applicability of statutes, codes, regulations and enforcement action to be taken.
6. Issues citations, orders, or directions for compliance.
7. Recommends and participates in legal action against violations and testifies as an expert witness in court.
8. Conducts Fire/Life Safety/Health inspections as necessary in food establishments, day care and

foster care facilities, homes and other facilities within Exeter as assigned.

10. Coordinates with event organizers to ensure health and safety during public events and functions.
11. In conjunction with other departments and agencies, and in accordance with RSA's and town ordinances, issues orders to put into good repair, remove nuisances from, or vacate a premises.
12. Manages the Town's arboviral program and coordinates emergency pest management when necessary.

ADDITIONAL DUTIES:

1. Answers telephone calls and other forms of correspondence.
2. Types letters of corrective action.
3. Attends meetings, conferences, and continuing education events.
4. Maintains applicable certifications, licenses, etc. to perform essential duties.
5. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

1. Knowledge of State RSAs, FDA and NH Food Codes, Life Safety Code (NFPA 101), foundations of Integrated Pest Management, environmental health and safety, public health and sanitation laws, EOC operations, child care and foster care licensing, enforcement actions, and Town and department policies, practices, rules and regulations.
2. Skill in planning, organizing, analyzing, decision-making and problem solving.
3. Skill in the use of office equipment, including a computer, tablet, and other digital media.
4. Skill in conducting inspections and in the use of related equipment, such as thermometers and test kits.
5. Skill in public and interpersonal relations.
6. Ability to exercise sound judgment in evaluating emergency situations.
7. Ability to ensure compliance with health and safety practices and procedures.
8. Ability to communicate effectively both orally and in writing.
9. Ability to compile reports that are complete, accurate and timely.
10. Ability to establish and maintain effective working relationships with town, state, and federal officials, other departments and agencies, service and community organizations, businesses and the general public.

SUPERVISORY CONTROLS: The supervisor makes assignments by defining objectives, priorities and deadlines; assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

GUIDELINES: Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied, or significant proposed deviations from the guidelines, are referred to the supervisor.

COMPLEXITY: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

SCOPE AND EFFECT: The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

PERSONAL CONTACTS: The personal contacts are with employees in the same agency, but outside the immediate organization. People contacted generally are engaged in different functions, missions and kinds of work. The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items such as books and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

WORK ENVIRONMENT: The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with contagious diseases, or irritant chemicals, biohazards; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

MINIMUM QUALIFICATIONS:

1. Knowledge and level of competency commonly associated with the completion of a bachelor's degree in environmental health or a related field.
2. Experience sufficient to thoroughly understand the diverse objectives and functions of the position usually interpreted to require a one (1) to three (3) years of experience with FDA Food Code and Inspectional Services.
3. Possession of, or ability to readily obtain, ServSafe Food Safety Manager Certification.
4. ProBoard Fire Inspector I (Fire Inspector II preferred).
5. Possession of, or ability to readily obtain, a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated.