

**EMPLOYEE NOTICE**  
**JOB DESCRIPTION & JOB POSTING**

**JOB TITLE:** Health Officer  
**ALARY:** \$81,947 - \$134,393  
**DEPARTMENT:** Health Department

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**JOB DESCRIPTION:** Administers health policies of the Township in accordance with State and Local ordinances and regulations. Under direction, recommends local public health policies; plans, develops, coordinates, oversees, supervises and directs the work program of a municipal health department or agency and directs the enforcement of public health within the municipality concerned; does related work as required.

**ESSENTIAL FUNCTIONS PERFORMED:**

- Recommends to superiors the establishment of local health policies and programs
- Plans and directs the measures required to control and prevent communicable diseases.
- Directs, coordinates and conducts the inspection, investigation, legal and other measures required to carry out the provisions of local and state health laws.
- Supervises sanitation measures and inspections throughout the municipality.
- Plans and directs the measures required to abate nuisances which may affect health and sanitation.
- Ensures that an adequate program of child health service is provided.
- Directs the placarding of homes wherein cases of communicable diseases are reported.
- Maintains a current, accurate record of all diseases reported with the municipality via CDRSS.
- Investigates and/or directs the investigation of contacts and contagious diseases.
- As is provided for in the health ordinances, issues certain licenses and permits.
- Inspects and/or supervises the inspection of food and drug establishment to assure compliance with the law.
- Supervises the vital statistics registration work of the municipality.
- Assures delivery of services outlined in attached document "South Brunswick Health Department Services"
- Writes correspondence and prepares clear, sound accurate and informative statistical and other reports containing findings, conclusions and recommendations.
- Supervises the establishment and maintenance of essential records and files.
- May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Coordinates health programs with the Wellness Center's Health Services provider.

**REQUIRED KNOWLEDGE AND ABILITY:**

- Knowledge of federal, state and local public health laws, rules, regulations, ordinances, policies, standards and procedures.
- Knowledge of the local sanitary codes.
- Knowledge of modern preventative diseases measures.
- Knowledge of modern techniques of public health administration.
- Knowledge of record maintenance for a modern public health program.
- Ability to organize work, analyze problems and develop effective work methods.
- Ability to read and interpret laws, rules, regulations and provisions, and to apply them to specific situations.
- Ability to recognize and identify contagious diseases.
- Ability to ensure proper control actions of contagious diseases.
- Ability to maintain and establish effective working relationship on health matters with citizens, physicians, and others.
- Ability to give suitable instructions and assignments to employees and supervise the performance of their work.

- Ability to make efficient and effective use of available funds, personnel, equipment, materials, supplies, and space.
- Ability to prepare and supervise the preparation of clear, technically sound, accurate, and informative reports and correspondence containing findings conclusions, and recommendation.
- Ability to supervise the establishment and maintenance of essential records and files.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.
- Ability to read, write, speak understand and communicate in English sufficiently to perform the duties of this position.

### **Important: Job Functions:**

- Must be available 24 hours, seven days a week for call outs.
- Attends meetings and training as required.
- Performs other duties as required to ensure efficient operation of the department. Examples include but are not limited to the attached documents "South Brunswick Health Department Services"

### **Skills**

- Skill in computer use and data entry.
- Skill in interpersonal and public relations.
- Skill in organization, time management and multi-tasking.

### **Physical Abilities:**

While performing the essential functions of this job, the incumbent is regularly required to be:

- Physically able to sit for extended periods, keyboard, write, hear and speak.
- Physically able to stand frequently for extended periods.
- Physically able to bend, kneel, stoop or climb.
- Physically able to lift up to 20 pounds.

### **MINIMUM REQUIREMENTS/QUALIFICATIONS:**

Possess and maintain a valid Health Officers License issued by the New Jersey Department of Health. Ten (10) years' experience in the Public Health field, and two (2) years administrative and supervisory experience. Possess and maintain a valid New Jersey Driver's License.

Note: Under certain circumstances, or upon request, eligibility may be restricted to qualified physicians only, who possess a valid Health Officer's License issued by the New Jersey Department of Health, or to individuals who possess a doctor or master degree in a health related field, such as medicine, osteopathy, veterinary medicine, public health, environmental science, health administration, social work, nursing, or health education and a valid New Jersey Health Officer's license.

- **Must successfully pass a six month probation period.**
- **Must successfully pass a thorough criminal history, pre-employment physical and a background check.**

**Please submit your application on-line. *This position will be posted until filled.***

**South Brunswick is an Equal Opportunity Employer.**

**South Brunswick Health Department Services**  
**(Tier levels based on frequency of services)**

**Tier I**

- Inspection of all restaurants and retail food establishments and special events
- Inspection and monitoring of all public swimming facilities including homeowners associations and hotels
- Inspection and monitoring of all septic system installations
- Investigation of complaints including:
  - high grass (> 10")
  - rodents
  - solid waste, litter and debris
  - insects (mosquitos)
  - property maintenance
- Investigation of communicable diseases
- Auditing of daycare centers annually for childhood immunization records
- Review of site plans for development (Site Plan Reviews)- Prior Approval Signoff
- Review of proposed tenants for businesses (Tenancy Reviews)
- Substance abuse prevention coordination with the Township Municipal Alliance
- Provide Vital Statistic information and documents to the public and funeral homes
- Radiological Safety Program for Township well treatment facilities
- OEM/EOC- Responsible for Public Health Response to Epidemic and Natural Disasters
- Payments/Licensing/Permits (Food Establishments, Public Pools, Daycare Centers, Mobile Food Vendors, Vending Machines, Holding Tanks, Septics, and Wells)
- Advisory Board of Health – Agendas, Meeting Packets
- Board of Health – Agenda, Meeting Packets
- Hospital Partnership Liaison and Community Partnerships
- CHIP Liaison
- Monitoring of Remediation Sites
- Weekly Updates
- OPRA Process
- South Brunswick Volunteer Nurse Corp
- Health Clinics- Including Hypertension, Skin Cancer Screening, Shingles, Pertussis and Flu Prevention, childhood immunizations
- Annual Health Screening & Prevention Fair
- Monthly Finance Reporting

**Tier II**

- Inspection and monitoring individual wells and water quality
- Investigation of rental housing complaints
- Inspections for underground storage tank removal
- Investigation of noise complaints
- Investigation of air pollution complaints
- Investigation of water pollution complaints
- Investigation of animal bites and exposures (i.e. dogs, cats, bat, raccoon)
- Provide Health Education Programs
- Community Resource Team (CRT)
- Annual Report

- Monthly Reports
- Certificate of Free Sale
- Maintain files
- Record retention and destruction
- Development of Annual Goals
- Enforcement of Local Ordinances requiring training of all food handlers employed at local retail food establishments; regulating tobacco products and tattoo parlors

### **Tier III**

- Providing radon test kits to the public (\$20.00 check only)
- Investigation of lead poisoning
- Monitoring for West Nile Virus/testing of suspect birds
- Enforcement of tobacco regulations
- Right to Know Coordination
- Bloodborne Pathogens Officer for South Brunswick Police Department
- Safety Committee
- Massage Therapy
- Mobile Home Park Inspections
- BRIDGE Advisory Board