

**City of Somerville, Massachusetts**  
**Job Description**

<b>Position Title:</b>	Environmental Health Coordinator (Rodent Control)	<b>Grade Level:</b>	NU10
<b>Department:</b>	Health and Human Services	<b>Date:</b>	6/26/2018
<b>Reports to:</b>	Director of HHS	<b>FLSA Status:</b>	Exempt

**Statement of Duties**

The Environmental Health Coordinator is responsible for developing and implementing programs and policies related to environmental health issues in the City of Somerville. This role is focused on vector control, primarily rodents, and will contribute to policy discussion around other environmental health issues confronting the City as needed. The Environmental Health Coordinator will lead public outreach to residents and businesses on rodent issues, as well as serve as a liaison to the Board of Alderman on related matters.

**Essential Functions:**

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- In coordination with Inspectional Services Department, Department of Public Works, Capital Projects and Health and Human Services Department leadership, develops and formulates programs, policies, and procedures related to rodent control at the property and neighborhood level
- In partnership with DPW and ISD manages City rodent control contracts and budget
- Compiles and analyzes data for weekly, monthly, and annual reports, and manages database for citywide rodent control
- Develops monitoring and evaluation systems to assess rodent control efforts
- Serves as case manager for persistent rodent issues and coordinates response at the property and neighborhood level
- Serves as a liaison to the Mayor's Office and Board of Aldermen and responds to public inquiries related to rodent control and other related health issues
- Contributes to policy discussion around other environmental health issues that Somerville confronts, including but not limited to air quality, lead paint, soil contamination, and asbestos, as needed

**Supervision Required**

Under administrative direction, working from municipal policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability. Consults with supervisor only where clarification, interpretation, or exception to municipal policy may be required. The employee is responsible for the development and implementation of policies, goals, and objectives. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

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**Supervisory Responsibility**

Position does not require the regular supervision of employees, but may supervise the work of volunteers or interns.

**Accountability**

The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor Judgment could result in excessive costs, delay of service delivery, or legal repercussions to the municipality. Other consequences of errors, missed deadlines or poor judgment may include significant monetary losses, waste of material, damage to buildings, equipment or personal injuries.

**Judgment**

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

**Complexity**

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Nature and Purpose of Personal Contacts**

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; OR one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

**Confidentiality**

Access to some confidential information, not department-wide that is obtained during performance of essential functions, where the effect of any disclosure would probably be negligible or where the full significance of the overall confidential matter would not be apparent in the work performed.

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#### **Recommended Minimum Qualifications**

**Education and Experience:** Bachelor's Degree in environmental, biological, chemical, or physical sciences, public health, public policy, urban planning, or a related field from an accredited college or university and three to five (3-5) years' experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Experience working with diverse stakeholders required and exceptional writing and speaking experience required. Master's degree preferred.

#### **Knowledge, Abilities and Skill**

**Knowledge:** Knowledge of federal, state and local integrated pest management (IPM) and related environmental laws and regulations; IPM techniques and methods; and environmental health sciences as well as their application in resolving environmental health problems.

**Abilities:** Ability to use and navigate a computer, handheld device or tablet that may be used to conduct, capture and record inspections and investigations; evaluate and to interpret findings from environmental health investigations and surveys to determine the maintenance of community health standards; manage multiple projects and work effectively with a diverse group of stakeholders such as public officials, groups and businesses on said projects.

**Skill:** Strong analytical, writing, and speaking skills. Preferred skills in GIS and/or programming languages.

#### **Work Environment**

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee is regularly required to work beyond normal business hours to lead programs and to attend evening meetings. When at events, employee can be in a variety of environments.

#### **Physical and Mental Requirements**

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 position's essential functions.

#### **Physical Skills**

Minimal physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as office equipment or photocopy paper (up to 30 lbs.). Employee is often required to perform physical work in set up of events and classes. Occasionally, events require extended periods of physical exertion.

#### **Motor Skills**

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Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment including word processing, filing and sorting of papers.

**Visual Skills**

Visual demands require constantly reading documents for general understanding and analytical purposes.