

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

<b>Position Title:</b>	Environmental Health Liaison	<b>Grade Level:</b>	NU10
<b>Department:</b>	Health & Human Services	<b>Date:</b>	10/23/17
<b>Reports to:</b>	Director of Health & Human Services	<b>FLSA Status:</b>	Exempt

**Statement of Duties**

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

**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.*

- Under Health and Human Services Department leadership, and in coordination with the Inspectional Services Department, develops and formulates environmental health programs, policies, and procedures related to vector control at the property and neighborhood level
- Manages City pest control contracts and budget
- Compiles and analyzes data for weekly, monthly, and annual reports, and manages database for citywide vector control
- Develops monitoring and evaluation systems to assess vector control efforts
- Serves as case manager for persistent vector issues and coordinates response at the property and neighborhood level
- Develops and conducts training and educational programs for new personnel in environmental programs and for public and private institutions and groups
- Develops and implements community education efforts on environment health topics
- Serves as a liaison to the Mayor's Office and Board of Alderman and responds to public inquiries related to vector control and other environmental health issues
- Coordinates with the Office of Sustainability & Environment and 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.
- Performs other duties as assigned by the Director of Health & Human Services.

**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 for department results; and may act as an independently elected official over a

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

department. 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 departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

**Supervisory Responsibility**

Employee, as a regular and continuing part of the job, leads other workers in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group led. The work leader is responsible to his/her supervisor for assuring that the work assignments of other workers are carried out by performing duties which typically consist of most of the following: distributes and balances workload among employees in accordance with established workflow and job specialization; assures timely completion of work; instructs employees in specific tasks or explains work methods to be employed and indicated applicable reference material and guidelines; checks work progress and reviews completed work to see that instructions have been carried out; answers questions and resolves problems that arise in the work; provides on-the-job training to new employees; reports to the supervisor on disciplinary problems, performance and training needs of employees; resolves simple, informal complaints of employees and refers others to the supervisor; may approve leave for a few hours or for emergencies.

**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 employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements.

**Nature and Purpose of Personal Contacts**

Relationships are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, and representatives of professional organizations. The

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

employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

**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.

**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; master's degree in same field with one to three (1-3) years' experience preferred; 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.

**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; knowledge of the environmental health sciences and their application in resolving environmental health problems.

**Ability:** Ability to evaluate and to interpret findings from environmental health investigations and surveys to determine the maintenance of community health standards; ability to use and navigate a computer, handheld device or tablet that may be used to conduct, capture and record inspections and investigations; ability to handle problems and emergencies effectively; ability to communicate clearly, both orally and in writing; ability to work independently or with little supervision; ability to maintain, manage, and organize records; ability to deal appropriately with a variety of City departments and employees, City officials, local groups, businesses and other members of the general public; ability to manage and experience with managing projects among diverse stakeholders.

**Skill:** Data analysis; strong analytical, writing, and speaking skills; GIS skills and/or programming languages preferred but not required.

**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 may be required to work beyond normal business hours to attend evening meetings.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an*

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

*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**

Little or no 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 books, office equipment and computer paper (up to 30 lbs.)

**Motor Skills**

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 system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

**Visual Skills**

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

DRAFT