



Town of Troy Local Health Officer Job Description

Nature of Work: Maine's statutes establish a state health agency (the Department of Health & Human Services) and a system of municipal Local Health Officers. Work involves reporting, prevention, and suppression of diseases and all conditions injurious to health.

Supervision Received: This is an appointed position for a term of three (3) years and until that officer's successor is appointed. Work is performed under the direction of the Selectmen and direction of the Department of Health & Human Services.

Essential Duties and Responsibilities:

- Overall health resource to the community.
- Mediator and problem-solver in the resolution of health complaints.
- Investigator and enforcer of health complaints that cannot be resolved.
- Reports to and informs the Board of Selectmen on the community's public health status.
- Reports to Maine CDC, DHHS on any perceived local public health threats.
- Maintains active and accurate indexes, and individual case files.
- Attends and provides a report as needed to the Board of Selectmen.

Requirements of Work:

- The Local Health Officer is, under the existing statutes of the State of Maine, the only health official having the authority to abate miscellaneous nuisances.
- Utilization of the Manual for Local Health Officers. A copy is available at the Town Office or on line at Maine.gov.
- Ability to maintain records and prepare reports.
- Ability to communicate effectively, orally and in writing, and the ability to follow thru on jobs to their completion.
- Ability to complete difficult inspection work and the ability to work in all types of adverse weather conditions.
- Ability to deal with the public firmly and courteously under adverse or strained conditions.

- Ability to establish effective working relationships with owners, contractors, tenants, property managers and other Town officials under adverse or strained conditions.

Training and Experience Required: Must be qualified by education, training or experience in the field of public health or a combination as determined by standards adopted by department rule. Rules adopted pursuant to this subsection are major substantive rules as defined in Title 5, chapter 375, subchapter 2-A.

Necessary Special Requirements:

- Must have a valid State of Maine Class C Motor Vehicle Operator's License and a vehicle available for job use.

The Town of Troy considers applicants for all appointments without regard to race, color, religion, sex, national origin, age, martial or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.