



City of Methuen, Massachusetts

OFFICE OF THE CITY COUNCIL

The Searles Building • 41 Pleasant Street

Methuen, Massachusetts 01844

TELEPHONE (978) 983-8510 • FAX (978) 983-8975

EMERGENCY PREAMBLE:

WHEREAS: It is in the public interest and to the furtherance of the public welfare of the citizens of the City Methuen that the attached resolution be passed forthwith

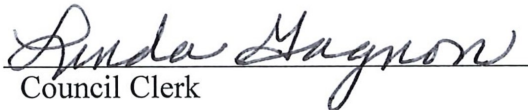
BE IT ORDERED: That Order #985 and is hereby declared an Emergency Measure, as provided in Article 2, Section 2-9(b) of the Methuen Home Rule Charter

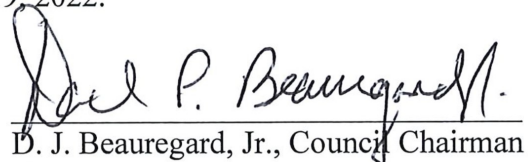
First Read: January 19, 2022

Adopted: January 19, 2022 (as an emergency)

Effective: Immediately

I do hereby certify that at a meeting of which a quorum was present, the foregoing emergency preamble was adopted by a 7 to 2 vote on January 19, 2022.


Council Clerk


D. J. Beauregard, Jr., Council Chairman

Approved under MHRC Sec. 3-6

Date: _____

Approved: _____


Neil Perry, Mayor

2022 MAR 10 AM 11:32
CITY CLERK'S OFFICE
METHUEN, MA

985

An Ordinance Amending the Wage and Salary Classification Plan, Unaffiliated, to add the new position of Pandemic Recovery and Mitigation Coordinator (EPA Requested)

WHEREAS: A critical need exists within the health, human services, and inspections department for a full-time employee to oversee the City's pandemic recovery and mitigation; and,

WHEREAS: The City has created a coordinator position to serve as a key contact for contact tracing, human services, and information related to the City's response and mitigation planning related to the COVID-19 Pandemic; therefore,

BE IT ORDAINED: That the Wage and Salary schedule of Chapter 6, Sections 6-4 and 6-5 of the Methuen Municipal Code, unaffiliated, respectively, is amended by inserting the new position of "Pandemic Recovery and Mitigation Coordinator" and new salary schedule, to wit:

Department: Health, Human Services, and Inspections
Position: Pandemic Recovery and Mitigation Coordinator

	EFFECTIVE	MINIMUM	STEP I	STEP II	STEP III	MAXIMUM
Pandemic Recovery and Mitigation Coordinator	Upon passage	\$ 1,125.05	\$ 1,158.70	\$ 1,192.36	\$ 1,226.01	\$ 1,259.66
	Annual	\$ 58,503	\$ 60,253	\$ 62,003	\$ 63,753	\$ 65,503

This Ordinance shall be effective upon passage

Be it Ordered that a certified copy of this ordinance be submitted to the Office of the Chief Administrative Financial Officer upon City Council approval.



City of Methuen – Job Description – Shared Sanitarian

Job Title:	Sanitarian (SHARED – grant-funded)	FLSA Category (Exempt? Y/N):	Y
Department:	Health, Human Services, and Inspections	Affiliation:	Unaffiliated
Classification/ Salary Range:	\$60,000-\$70,000	Reports To:	Director of Health, Human Services, and Inspections
HR Contact:	Lisa Crowley		

Job Description

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Incumbent serves as the full-time resident expert on environmental public health for the cities of Methuen, Lawrence, and Dracut. The Sanitarian will perform environmental inspections and reviews for member communities and provide guidance to member communities on issues related to environmental public health in their communities. Incumbent will aid member communities in updating their respective environmental public health programs and identify / coordinate funding sources for these programs.

ESSENTIAL DUTIES AND RESONSIBILITIES:

- Serves as the Agent for the Cities of Methuen and Lawrence, and the Town of Dracut for compliance with Title 5 of the MA State Environmental Code.
- Performs inspections and plan reviews / investigates complaints, as assigned, for member communities related to: Title 5 of the State Environmental Code, private water supply regulations, indoor ice-skating rinks, radiation control, hazardous waste and materials, and air quality issues.
- Reviews results of water quality testing from public beaches.
- Reviews Asbestos notifications and coordinates with other departments, as needed.
- Coordinates with other departments and agencies for issues related to stormwater management, illicit discharges, and other conditions that may endanger the environment or public health.
- Performs other environmental public health assignments as assigned.
- Performs inspections, and oversees enforcement of all City ordinances, bylaws, and regulations related to the General Statement of Duties and Responsibilities.
- Investigates issues related to excessive noise, in collaboration with police and code enforcement.
- Identifies and applies for potential funding sources for environmental public health programs for member communities.
- Evaluates existing local regulations related to public health and recommend revisions / updates to member community leadership.
- Aids member community leadership with identifying needs for additional regulations and/or programs related to environmental public health.
- Provide technical assistance to Health Division staff in the member communities with

questions related to environmental public health.

- Attends necessary and / or approved trainings to maintain certification and /or increase knowledge of relevant industry practices.
- Responds to emergency call-outs after hours, as needed.
- Performs other related duties of the Inspectional Services Office as required.
- Provides back-up support for the Code Enforcement Officer(s) and Health Inspectors, as needed.
- Enforces the City's Non-Criminal Disposition Ordinance.
- Represents the City, in court, as required for enforcement procedures.
- Works very closely with the City's Police, Fire, and Public Works departments for coordination on relevant issues.
- May be assigned to relevant task forces / working groups to provide the Health Department perspective on various topics of interest to the member communities (e.g., food equity, mobile food events, outside events planning, etc).

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of all relevant state and federal statutes.
- Experienced with Title 5, private water supplies, and environmental public health principles.
- Understanding of relevant city bylaws, regulations, and ordinances.
- Basic code enforcement knowledge.
- Understanding of the principles of public health practice.
- Knowledge of food sanitation
- Basic understanding of microbiology, as required for performing inspectional duties and reading technical reports.
- Ability to make independent judgments on compliance with codes.
- Skill in diagnosing poor workmanship, materials and equipment.
- Ability to prepare technical reports.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to use computer-based permitting and inspection software, as required.
- Skill in using tact and diplomacy in dealing with others.
- Must have a customer service mindset, and understanding of conflict de-escalation strategies.
- Ability to investigate and resolve disputes between parties in an impartial manner.

PURPOSE AND IMPACT

The purpose of this position is to provide the residents, visitors, and business owners of Methuen access to a decent, safe, and sanitary community.

NATURE AND PURPOSE OF PERSONAL CONTACTS

In the process of carrying out work responsibilities, incumbent is likely to come into contact with other city officials who have responsibilities for utilities as well as private sector utility representatives. Members of the general public may call upon the incumbent for advice and guidance. Frequent interaction with members of the real estate community, tenants, tenant

advocates, community groups, and legal practices is expected.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Since most of the work calls for the incumbent to be in the field, incumbent often works under adverse environmental conditions, including weather. Incumbent often finds it necessary to climb, bend and enter cramped quarters and to traverse buildings at various stages of construction. There are no lifting or excessive physical demands, but mobility and agility are certainly physical attributes of the job.

SUPERVISION AND MANAGEMENT

The incumbent does not supervise others.

SUPERVISION RECEIVED:

Incumbent reports directly to the Director of Health, Human Services, and Inspections or his / her designee.

EDUCATIONAL REQUIREMENTS:

Baccalaureate degree with a minimum of 15 hours or basic sciences.

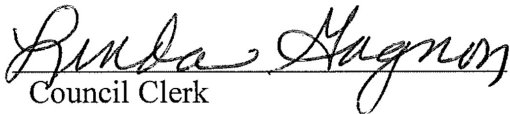
ADDITIONAL NOTES:

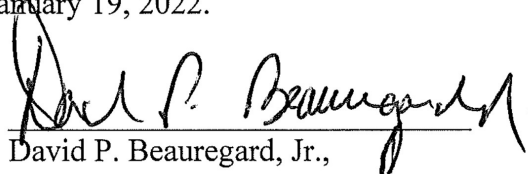
- Registered Sanitarian preferred. Required within 6 months of employment.
- Certified Professional in Food Safety preferred.
- ServSafe or other approved Food Protection Manager certification preferred.
- Certified Pool Operator preferred.
- Bachelor and/or graduate degree in engineering, public health, occupational health, or environmental health desirable.
- Certified Health Officer desirable.
- Training in the Foundations for Local Public Health Practice preferred.
- Bilingual (Spanish and English) desirable.
- This is a grant-funded position that is currently funded through June 30, 2022. Potential for extension beyond June 30, 2022 is based upon funding and operational needs.

Reviewed by:		Date:	
Approved By:		Date:	
Last Updated By:	Felix I Zemel	Date:	01/11/2022

First Read: January 19, 2022
Adopted: January 19, 2022 (as an emergency)
Effective: Immediately

I do hereby certify that at a meeting of which a quorum was present, the foregoing ordinance was adopted by a unanimous on January 19, 2022.


Council Clerk


David P. Beauregard, Jr.,
City Council Chairman

Approved under MHRC Sec. 3-6
Date: _____

Approved: 
Neil Perry, Mayor