



# THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807  
908/725-6300 / FAX # 908/725-3365

## JOB POSTING

**POSITION:** HEALTH OFFICER  
**POSTING DATE:** 03/05/2019  
**CLOSING DATE:** 04/04/2019  
**REPORTS TO:** Director of Human Services  
**SALARY RANGE:** Non-Union Grade O (Minimum: \$57,200.00 / Maximum \$99,923.80)  
**WORK HOURS:** 9:00 AM – 5:00 PM, Monday – Friday and occasional work outside of normal business hours

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Bridgewater Township is seeking a health officer with excellent writing, communication and interpersonal skills to direct the township's health department program and enforce public health within the township.

### **Example of Duties:**

Under the direction of the Director of Human Services, the selected individual will be responsible for the health department program, and his/her duties will include, but will not be limited to:

- Plan, develop, coordinate, and direct the township's health department.
- Direct and coordinate the inspection, investigation, legal, and other measures required to carry out the provisions of local and state health laws.
- Direct enforcement of public health within the township.
- Plan and direct the measures required to control and prevent communicable diseases.
- Plan and direct the measures required to abate nuisances which may affect health and sanitation.
- Supervise sanitation measures and inspections throughout the township.
- Inspect and/or supervise the inspection of food and drug establishments to assure compliance with the law.
- Evaluate health problems and planning appropriate activities to address these health problems.
- Enforce ordinances and state statutes.
- Prosecute violations.
- Direct staff to carryout activities efficiently.
- Provide leadership to and communicate regularly with the Health Advisory Board and Board of Health.
- Coordinate Health Department functions with other municipalities and state and federal government agencies.
- Coordinate health functions of outside organizations operating within the township.
- Write correspondence and prepare clear, sound, accurate, and informative statistical reports, and other reports containing findings, conclusions and recommendations.
- Prepare and conduct educational programs.
- Plan and process grant applications and programs.

- Review site plans.
- Respond to (on 24-hour call) all public health problems or emergencies that may affect the community.
- Supervise the vital statistics registration work.
- Supervise the establishment and maintenance of essential records and files.
- Prepare budget.

## **QUALIFICATIONS**

- Possess a valid Health Officer license and Registered Environmental Health Specialist license issued by the New Jersey Department of Health.
- Possess a New Jersey driver's license.

## **SUPPLEMENTAL INFORMATION**

- **Authorization to Work:** US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.
  - **Residency Law:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired must establish, and then maintain, principal residence in the State of New Jersey.
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## **HOW TO APPLY**

All applicants are required to fully complete and sign an employment application. The employment application is available at [www.bridgewaternj.gov/employment-opportunities/](http://www.bridgewaternj.gov/employment-opportunities/).

To apply, submit a resume and completed and signed employment application to [personnel@bridgewaternj.gov](mailto:personnel@bridgewaternj.gov), no later than 5:00 pm on 04/04/2019. Please put "HEALTH OFFICER POSITION" in the subject line of the email.

**AN EQUAL OPPORTUNITY EMPLOYER**