



Department of Public Health Job Description

Mayor's Summer Internship Program

Position Purpose:

Assist Health Department personnel with a variety of permitting, inspectional and educational programs to promote and protect the public and environmental health of Framingham residents through the enforcement of state and local public health laws and regulations.

Essential Functions:

Assist public health personnel with activities related to permitting and inspections of food establishments, housing, nuisance complaints (air, odor, trash, noise), tanning establishments, swimming pools, bathing beaches, recreational camps for children, lodging houses, tobacco retailers, body art (establishments and practitioners), body work (establishments and practitioners), marijuana establishments, keeper of animals, private drinking wells, and title 5 (onsite sewage treatment disposal systems). Specific assignments might include:

- Assist with housing inspections based on complaints to ensure compliance with Chapter II of the state sanitary code Minimum Standards of Fitness for Human Habitation
- Assist with inspections of food establishments for compliance with state sanitary code; responds and investigates foodborne illness complaints and general complaints.
- Assist with the collection, analysis and presentation of data
- Assist with the creation and implementation of a social media public health information strategy
- Assist in development and presentation of education and outreach materials
- Perform administrative and clerical tasks

Education Training and Experience:

Enrollment as a student at a post-secondary education institution. Strong communication skills are required, both verbal and written. Must be able to deal with the public in a tactful and diplomatic manner. Proficiency with computers and in Microsoft Office is required.

Knowledge, Ability, and Skill:

Proficient computer skills (i.e. MS Office, social media platforms), proficient written and oral communications skills. Fluency in other languages, particularly Portuguese and Spanish, is desirable.

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 Demands:

Little or no physical demands are required to perform assigned work. Occasionally, the work may require the lifting, pushing, or pulling objects and carrying them. There may also be a need to stretch and/or react to retrieve materials or equipment.

Motor Skills:

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle, using a personal computer, or climbing a ladder.

Occupational Risk:

Duties generally do not present occupational risks to the employee. An injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include bruises from falls, cuts, or muscular strains from lifting or carrying department equipment or materials.

Supervision:

Supervision Scope: Performs varied and responsible work requiring the exercise of independent judgment and initiative to complete tasks, particularly in situations not clearly defined by precedent or established procedures.

Supervision Received: Works under the general supervision of the Assistant Director of the Framingham Public Health Department or his/her designee.

Supervision Given: None

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

The City of Framingham is an Affirmative Action Equal Opportunity Employer

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