



To apply online please go to <http://www.bphc.org/careers> and search for requisition number: 606.

## Director of Biological Safety - Division of Environmental and Occupational Health

Community Initiatives

Full-time

1010 Massachusetts Avenue-LOC01

### Posting Date

Jan 17, 2018

### Requisition Number

606

### Number of Openings

1

### Job Description

- Interface with biological safety laboratory personnel including administrators, researchers, laboratory staff and Institutional Biological Safety Committee staff to ensure compliance with established policies and procedures.
- Lead internal, multi-disciplinary team in biological safety program activities.
- Collaborate with city, state, and federal agency personnel on biological safety initiatives.
- Develop and/or maintain systems for Biological Safety program including permitting, oversight/monitoring/enforcement, data management, reporting, training and education, and financial systems.
- Serve as BPHC representative at community meetings related to biosafety and environmental health.
- Manage the Boston Biosafety Committee advisory group meetings to support BPHC biological safety initiatives.
- Performs evaluations and health risk assessments of exposure to biohazards and environmental pollutants in Boston.
- Organize and conduct evaluations and health risk assessments of exposure to biological and environmental pollutants during the course of performing health evaluations.
- Respond to environmental emergencies during normal hours and when on emergency on-call status.
- Communicate and coordinate effectively with local, state, and federal agencies as well as the general public regarding biological safety, environmental health, biological and toxic chemical hazards, and their abatement and control.
- Research relevant data including analyzing reports generated by institutions and environmental consultants.
- Clearly and concisely prepares and edits reports using field investigation, document review, library, and computer research data.
- Make sound judgments in determining health hazard and compliance status of multimedia sources of biohazard and pollution.
- Prepares reports for internal and external audiences.
- Reviews policy initiatives and makes recommendations to Director to ensure protection of city residents and institutions.
- Maintains necessary training and certifications in biological safety.
- Develops and manages budgets
- Develop, implements and manage projects and/or initiatives related to the program for the provision of services and/or to ensure effective operations and compliance with established standards and/or contracted goals and objectives.
- Works in a confidential capacity. Operates independently. Uses independent judgment and discretion to make decisions affecting the department and staff as it relates to unit operations/services and BPHC policy. Make and recommend management and personnel decisions for, including but not limited to promotion, transfer and assignment of staff, and imposition of discipline. Perform other duties as required.
- Perform other duties as required

### Minimum Qualifications

- BA/BS with a major in science such as Biology, Chemistry or Public Health, or other relevant science; master's degree preferred.
- 5-7 years experience in Biological Safety, Environmental Science or Environmental Hazards Code Enforcement.
- Minimum 1 year supervisory experience with the ability to effectively motivate, train and supervise staff.
- Excellent communication and writing skills.
- Good data interpreting and management skills.
- Valid Mass Drivers License with good driving record and working vehicle are required.
- Strong written and verbal communication skills.
- Computer literate with knowledge of Microsoft Office suite preferred.
- Ability to: manage and supervise complex projects, maintaining schedules and timelines; to evaluate and effectively utilize toxicological and epidemiological printed and electronic literature to solve environmental health problems; to use, calibrate and maintain field monitoring or sampling instrumentation necessary for the performance of duties.
- Acquisition and maintenance of trainings and certification required for the performance of job duties.
- CBSP and/or RBP certifications professional credentials are preferred
- Experience with local community organizations preferred.
- Bilingual and bicultural is a plus.

### Additional Information

City of Boston Residency Required, A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for., This position requires direct client/patient contact and as a result of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties., Any position that requires an advanced degree will be subject to education verification, The Boston Public Health Commission is an EEO Employer and all applicants meeting the minimum requirements are eligible to apply

### Union Status

Non-Union

**Grade**  
SAL

**Pay Range**  
\$80,000-\$100,000

**Shift**  
Monday to Friday 9 to 5 and on-call after hours as directed. Work hours and schedule subject to change and may work on evenings and weekends.