

# Help Wanted: Enforcement Coordinator – Health Department

CITY OF NEW BEDFORD

ENFORCEMENT COORDINATOR \$15.89hr

HEALTH DEPARTMENT

Administers a local mandatory recycling ordinance, and educates and develops programs and procedures pertaining to solid waste minimization and community sanitation.

Develops enforcement protocols, including processes for fining, if necessary, for the mandatory recycling ordinance (e.g., curbside collection). Conduct education about the mandatory recycling ordinance and enforcement initiative.

Enforces compliance with State and local rules and regulations; writes detailed technical reports on all violations, complaints and inspections following a standardized reporting methodology.

Initiates litigation and provides testimony to ensure abatement of public health violations and enforcement of State and local regulations under the jurisdiction of the New Bedford Board of Health as well as City ordinances when designated to do so.

Bachelor's Degree in Environmental Health, Public Health, Laboratory Science or closely related field preferred, or an Associate's Degree in a closely related field; minimum of two years full-time technical or professional experience in food service sanitation, a building trade, environmental sanitation, pest control or other related public health field. Any equivalent combination of education and experience will be considered. Knowledge of Microsoft Word, Excel and Access

database management programs is helpful. Bilingual in Portuguese and/or Spanish is beneficial. Valid Massachusetts driver's license.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. EE0

New Bedford has a residency requirement.