

**TITLE: ENFORCEMENT COORDINATOR**  
**LEVEL: GRADE 10 \$15.89hr**  
**DEPARTMENT: HEALTH**

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

**SUPERVISION RECEIVED:** Works under the general supervision of staff of a higher grade level and the Assistant Director/Director of Public Health; coordinates with Regional Refuse District; and upon appointment, serves as an agent of the New Bedford Board of Health.

**SUPERVISION EXERCISED:** None.

**RESPONSIBILITIES:** Conducts inspections and enforcement activities to ensure compliance with State and local health regulations pertaining to waste reduction enforcement and community sanitation.

Establishes baseline residential recycling participation data for waste hauler collection routes

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.

Monitors solid waste and recycling collection routes, records non-complaint addresses and persons, and distributes enforcement notices as needed.

Compiles data monthly and reports quarterly results of the enforcement program to the Regional Refuse District and Massachusetts Dept of Environmental Protection (MassDEP).

Conducts a cost-benefit analysis to determine the enforcement program's impact on trash and recycling tonnage and municipal solid waste disposal costs.

Interviews individuals who register complaints regarding solid waste/recycling, community sanitation, and environmental health laws and regulations; notifies owners in writing of violations and establishes a reasonable amount of time to correct violations.

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.

## **DESIRED MINIMUM QUALIFICATIONS:**

### **Education and Experience:**

1. Bachelor of Science Degree in Environmental Health, Public Health, Laboratory Science or closely related field is preferred, or an Associates of Science 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.
2. Knowledge of Microsoft Word, Excel and Access database management programs is helpful.
3. Knowledge of conversational Portuguese and/or Spanish is often needed in the workplace and beneficial in addressing the needs of a culturally and linguistically diverse community.
4. Any equivalent combination of education and experience will be considered.

### **Necessary Knowledge, Skills and Abilities:**

Must possess good oral and written communication skills, and be capable of public speaking at a variety of community forums. Ability to read, interpret and apply all public health-related laws, regulations and/or ordinances. Must possess the ability to read and follow street maps, and use a GPS unit to reach destinations.

**SPECIAL REQUIREMENTS:** Possession of a valid Massachusetts driver's license with good driving record. Operates motor vehicle on a regular basis. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec 172C.

**TOOLS AND EQUIPMENT USED:** Motor vehicle, computer, mobile or portable radio, telephone, fax, scanner and copy machines.

**PHYSICAL AND ENVIRONMENTAL STANDARDS:** 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 essential functions.

Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques; operates equipment that causes loud noise levels and high vibrations; exercises caution when operating equipment or handling chemicals or other toxic materials; utilizes proper sanitary precautions when handling trash, garbage and other potential hazards. The employee must frequently lift and/or move up to twenty-five pounds and occasionally lift and/or move up to one hundred pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

Employees of the City of New Bedford are required to comply with the provisions of the Massachusetts Smoke-Free Workplace Law and the more stringent New Bedford Board of Health Tobacco Control Regulations, as well as City employee dress codes.

The noise level in the work environment is usually loud in an outside setting and moderately quiet in an office setting.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.