



CITY OF NEWPORT, RHODE ISLAND

CAREER OPPORTUNITY

Position Title:	PUBLIC & ENVIRONMENTAL HEALTH TECHNICIAN
Posting Date:	Friday, March 21, 2025
Closing Date:	Friday, April 4, 2025
Department:	Utilities
Brief Job Description: <i>(essential functions of the job)</i>	<ul style="list-style-type: none"> • Develops communications strategies and campaigns, engagement opportunities, educational programs, and other tactics designed to inform, educate, or gain public acceptance. Meets with departmental representatives to understand projects and objectives. • Provide comprehensive program management of water and wastewater education programs related to water chemistry, water, sewer, and stormwater policies, and Safe Drinking Water Act regulations, including but not limited to the Lead & Copper Revised Rule (LCRR), Consumer Confidence Report (CCR), etc. • Creates communications strategy and assets; both print and digital media campaigns. • Creates communications strategic plans for projects, campaigns, or emerging issues. • Work with relevant departmental representatives to ensure effective design and content of outreach aligns with vision and goals. • Writes and edits a variety of written material including, but not limited to, press releases, reports, publications, websites, grants, and campaigns. • Works with the media and internal stakeholders to address media inquiries. May serve as the spokesperson. • Engage with Newport residents at community events, in neighborhoods, and at public meetings • Interact with reporters and other members of the local media to educate residents about water quality, Safe Drinking Water Act requirements, sanitary sewer overflow reduction, biosolids, contaminants of emerging concern, lead and copper regulations, and other community issues. • Collaborate with divisions and serve as needed on corporate and department teams to address the education needs of organizational and strategic initiatives.
Minimum Entrance Qualifications:	<ul style="list-style-type: none"> • Associate's degree (bachelor's degree preferred) in communications, public relations, environmental science, or related field with a minimum of 3-5 years of experience in public information, communications, or community outreach, preferably in the water/wastewater industry or environmental sector; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.
Licenses/Certifications:	<ul style="list-style-type: none"> • Valid driver's license. • Certification in public relations preferred (e.g., Accredited in Public Relations – APR)

Pay and Hours Per Week

Executive Grade: U5

Min. Salary: \$26.97/hour*

Max. Salary: \$31.65/hour*

Hours per week: 40

FULL BENEFITS OFFERED

*7/1/23 Rates

Submit resume and/or completed application to:

Director of Human Resources
Human Resources Department
City Hall – 43 Broadway
Newport, Rhode Island 02840
HR@CityofNewport.com

An Equal Opportunity and Affirmative Action Employer

APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION CURRENTLY VACANT. APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE AND ALSO ON THE CITY'S WEBSITE. THE CITY RESERVES THE RIGHT TO NOT CONSIDER APPLICATIONS THAT ARE RECEIVED UNSIGNED, INCOMPLETE, RECEIVED AFTER THE CLOSING DATE OR POST-MARKED AFTER THE CLOSING DATE.

www.cityofnewport.com/jobs

Tel: (401) 845-5393

Fax (401) 845-9364