

CLASS TITLE: SOLID WASTE COMPLIANCE INSPECTOR

CLASS SUMMARY:

Under general supervision, inspects and monitors compliance with ordinances and regulations governing solid waste accumulation and disposal to ensure compliance with applicable federal, state, and local regulations concerning the disposal of discarded materials. Work involves general environmental monitoring; and performs other duties as required.

REPRESENTATIVE DUTIES:

The following typical tasks and responsibilities are representative of all positions in the class. They are descriptive, not limiting.

Essential Duties:

- Coordinates and conducts inspections related to compliance with solid waste accumulation, disposal, and collections;
- Conducts on-site investigations to evaluate non-compliance;
- Administers workshops and/or educational presentations related to California laws dealing with Solid Waste concerns;
- Prepares violation notices specifying remedial action required, time limits and for failure to meet code;
- Coordinate's removal activities with the public, City departments, contracted garbage companies and other outside agencies;
- Investigates and makes recommendations on requests for exemptions from collection services;
- Conducts research related to solid waste or discarded material collection, disposal, or related areas;
- Recommends policy and procedure improvements related to collection;
- Inspects discarded materials as it is being discharged on the landing at the various sites;
- Educates the public on discarded materials and other unacceptable materials and informs the public on disposal methods;
- Makes final determination on acceptability of discarded materials and directs the public and commercial users to the appropriate areas;
- Maintains all records and prepares reports as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Administrative and municipal codes and state and federal laws governing the collection and disposal of discarded material;
- Basic filing and recordkeeping systems including computer recordkeeping applications;
- Techniques of successful complaint handling and disposition;
- Safety practices, procedures, and equipment;
- Related computer applications;
- Basic environmental sampling methods.

Ability to:

- Learn County, State, and Federal laws and regulations concerning the identification, handling, and disposal of discarded materials;
- Learn departmental and administrative policies and procedures;
- Establish and maintain cooperative relationships with the public, co-workers and others contacted in the course of work;

- React quickly, efficiently, and calmly and adopt an effective course of action in the event of a discarded materials incident;
- Exercise sound independent judgement within established guidelines;
- Prepare and present effective and concise presentations;
- Issue correction notices;
- Effectively report and translate technical concepts to non-technical audiences;
- Tactfully addresses complex codes, rules, and regulations;
- Maintain accurate and legible records;
- Prepare clear, concise, and complete technical documents, reports, correspondence, and other written materials.

Training and Experience:

- Graduation from an accredited college or university with a Bachelor's Degree in Environmental Health, Biology, Environmental Engineering, or related field; **AND**
- One (1) year experience in solid waste inspection, solid waste operations or related field; **OR**,
- An equivalent combination of training, certification and experience which provides the capabilities to perform the described duties.
- **Highly Desirable:** Familiarity with California laws dealing with solid waste concerns.

Licenses, Certificates and Special Requirements:

- Possession of a valid California Class "C" driver's license;

Physical Conditions or Special Working Conditions:

- Must be willing to work indoors or outdoors in all weather conditions and to work in confined areas and from heights and with exposure to unpleasant and potentially hazardous materials and conditions.
- May be required to work nights, weekends, holidays, shift work and on call.
- Responds to emergency calls as required.

Approved by the Miscellaneous Civil Service Board:

Approved by the City Council: