

SOLID WASTE COMPLIANCE INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for the inspection, investigation and enforcement activities necessary to ensure compliance with Dutchess County Recycling and Solid Waste local laws, rules and regulations. An employee in this class is responsible for interpretation and enforcement of the laws as they apply to businesses, residents, municipal haulers or other generators of recyclable and/or solid waste. Incumbents perform inspections of solid waste facilities including transfer sites and recycling centers, as well as construction/demolition sites and businesses engaged in refuse collection, transport, processing or disposal. Compliance is obtained through pro-active education about solid waste regulations, on-site inspections and audits, issuance of notice of violation, and enforcement of fines or penalties. Incumbents are required to use good judgment, initiative and independent action in performing work assignments. Supervision is received from the Director of Solid Waste Management. Supervision is not normally a function of this position. This position involves extensive travel to all parts of the County. Evening work and other than normal work schedule can be expected in this position.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Interprets and enforces Dutchess County Recycling and Solid Waste Laws, Rules and Regulations in accordance with established guidelines and procedures;
2. Inspects construction sites, demolition sites, businesses, plants, facilities and other refuse collection sites to monitor compliance with solid waste and recycling laws;
3. Informs violators of non-compliance and explains related laws;
4. Determines the nature of violation, issues written notice of violation, and monitors corrective action to be taken;
5. Recommends to administrative superior cases for which a hearing or legal action may be necessary in order to attain compliance and provides related documentation;
6. Inspects hauler loads at Dutchess County solid waste facilities to ensure proper licenses have been obtained for the collection, transport, processing and disposal of recyclables and solid waste;
7. Investigates complaints of illegal dumping of trash, unlicensed haulers and non-compliance with Dutchess County Solid Waste rules and regulations;
8. Interviews individuals to obtain evidence of suspected violations;
9. Prepares and maintains records and reports related to inspection findings, violations, and actions taken.

SOLID WASTE COMPLIANCE INSPECTOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the Dutchess County Solid Waste and Recycling Laws, Rules and Regulations;
Good knowledge of field investigative techniques and procedures;
Good knowledge of the geography of Dutchess County;
Ability to interpret and enforce solid waste regulations, agreements and recycling laws with firmness and tact;
Ability to develop and maintain effective working relationships;
Ability to deal effectively with the public;
Ability to communicate effectively, both orally and in writing;
Ability to follow written and oral instruction;
Ability to remain calm and act effectively in tense and potentially dangerous situations;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid work experience in the enforcement of laws, codes and/or ordinances, and/or field work investigative experience related to receiving complaints, gathering evidence and making recommendations regarding the disposition of the complaint.

SPECIAL REQUIREMENT:

Possession of a valid New York State Driver License at time of appointment and to maintain position.

Adopted: 10/22/11
Revised: 01/23/12