

## **SANITATION INSPECTOR / RECYCLING COORDINATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for the enforcement of sanitary regulations that exist in the Poughkeepsie Municipal Code. Those regulations involve trash and garbage collection, recycling enforcement, abandoned motor vehicles, grass and weed complaints and snow removal complaints. General supervision is received from a higher level employee. Supervision may be exercised over subordinate personnel.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Enforces ordinances relating to abandoned vehicles and/or garbage and debris placed on lots;
2. Investigates grass and weed complaints;
3. Enforces ordinances relating to the placement of bulk trash on the curb, both type and timing;
4. Enforces ordinances relating to the placement of garbage on the curb, both type and timing;
5. Enforces ordinances relating to cleanliness of streets and arranges and participates in street cleaning;
6. Enforces ordinances relating to the placement of waste material and whether individuals are recycling;
7. Enforces ordinances relating to aspects of illegal dumping in the City;
8. Prepares and maintains records;
9. Performs administrative recycling functions;
10. Provides or delivers recycling bins to the public and provides information to same;
11. Explains requirements of ordinances to the public and/or citizen groups;
12. Represents city in court and other proceedings regarding violations of ordinances.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the solid waste laws and the Poughkeepsie Code of Ordinances needed to enforce sanitary regulations;

Knowledge of refuse collection practices and inspection technology needed to monitor, manage, and control trash and garbage collection;

Ability to communicate clearly and tactfully;

Ability to read and interpret laws and regulations;

Ability to keep accurate records;

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:

EITHER: (A) One year of experience in a transfer station or in public works or a related field;

OR: (B) One year of experience in the law enforcement field;

OR: (C) An equivalent combination of training and experience as described in (1) and (B) above.

**SANITATION INSPECTOR/RECYCLING COORDINATOR** (Cont'd)

**SPECIAL REQUIREMENT:**

Possession of a valid New York State driver's license at time of appointment.

EV3408

ADOPTED: 03/19/92

REVISED: 07/05/00 08/11/00