

MUNICIPAL SOLID WASTE/RECYCLING ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for interpreting, publicizing and enforcing the laws and regulations of The Solid Waste ordinance. Under the general supervision of the Superintendent of Public Works or the Sanitation Supervisor, an employee in this class patrols the municipality to ensure that recycling/solid waste laws are followed and to identify violators and initiate steps to resolve the violations; these regulations are applicable to places of business as well as residents. The employee is also responsible for publicizing the recycling program in the community to ensure cooperation and compliance and to update the public of changes in the laws and regulations. Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Supervision is exercised over assigned subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES

Patrols the city to ensure that municipal residents and businesses comply with local city codes and ordinances, including trash, grass, snow, garbage and recycling regulations;

May identify violators verbally or by leaving a written notice at the site or by mail;

Maintains records of all violators by name, address, etc. to identify repeat offenders and ensure they are issued a court summons;

Prepares accusatory instrument and criminal summons and issues same to violators for court appearance; may represent the municipality or act as a witness at court hearings;

Responds to requests for information, either in person or by telephone, regarding current regulations and procedures for this program;

Responds to requests from Department of Public Works and Code Enforcement employees, or the public, to investigate possible violations;

Prepares reports relevant to enforcement activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Working knowledge of the city streets and the collection routes, working knowledge of the procedures and regulations of solid waste, refuse, garbage, recycling ordinances and enforcement of same; ability to communicate effectively and deal with the public; ability to keep records; physical condition commensurate with the demands of the job;

Ability to meet and deal effectively with the public to promote a positive image of the program;

Good written and oral communication;

Ability to operate a personal computer and related equipment, and utilize common and specific office software programs;

Working knowledge of the City's Code Enforcement Office, Public Works Department and Municipal Utilities Department;

Physical condition commensurate with the demand of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and (1) One year of experience in the enforcement of municipal codes or regulations or in publicizing a program related to trash, recycling or solid waste management and one year experience in the staffing, planning and managing of curbside refuse and recycling collection activities. New York State Class B License with Air Brakes Required.

Special Certification Required Within One (1) Year of Appointment:

NYS Building Safety Inspector (BSI) Certification – An individual must successfully complete the required basic training (a minimum of 60 hours of basic training) and maintain the required yearly in-service training (6 hours annually) and any required advanced in-service training.

Adopted 11/4/2014
Revised CSC mtg 11/8/2021