

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 578

SOLID WASTE INSPECTOR

GENERAL

Enforces the provisions related to the Ordinances of the City pertaining to solid waste and recyclables collections, the City's solid waste contract, State and Federal laws. Responsible for inspection and liaison work to prevent blight; remove nuisances; prevent illegal hauling from unauthorized companies; interface with the contracted solid waste hauler; and overall emphasis on solid waste and recycling issues. Other responsibilities include the skilled work in the operation of heavy construction equipment, oversight of staff in performing specific assignments, and performance of manual laboring tasks. Reports to the Solid Waste Operations Manager.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Monitor contracted solid waste hauler performance to assure that all solid waste activities are performed as stipulated in the solid waste contract with the private vendors.
- Acts as agency liaison for informing, explaining to, interpreting and consulting with landlords, occupants, attorneys, local, state, and federal agencies, private businesses, the general public, regarding solid waste and recycling related issues.
- Assists with all forms, compliance certifications and reports required regulatory agencies.
- Assists with local Hazardous Waste Collection Program.
- Enforces solid waste and recycling statutes, ordinances, and regulations.
- Visually inspects locations to determine compliance with local ordinances, regulations and codes with emphasis on solid waste and recycling compliance. Not limited to public trash cans, parks and other areas prone to illegal dumping.
- Interacts with solid waste contractor to investigate and resolve complaints.
- Deliver recycling bins to residents upon request.
- Assist in various programs to include Recycled Paint Give-Away and Recycling Drop-offs.
- Routinely monitors city for matters pertaining to solid waste and recycling issues; schedule may require beginning at 6AM, ending after 7PM, including working on Saturdays and/or Sundays.
- Writes violation reports and other required department documentation and delivers notices of violations.
- Issues notices or orders to landlords and/or occupants with regard to violations of the solid waste ordinance, regulations and codes and conducts follow-up investigation for compliance.
- May attend and act as a witness at code enforcement hearings and court hearings.
- Assists other departments with solid waste violations and issues.
- May require attendance at neighborhood, and other City meetings or events scheduled after work hours
- Assists with the creation and maintenance of a policy manual for solid waste and recycling activities.

- Implements special projects, as needed.
- Assists and responds to customer complaints and other issues that arise.
- Maintains reports of activities as required.
- Develops work plans for the systematic enforcement of City ordinances.
- Membership and meeting attendance at APWA, SWANA, FEMA Disaster Debris Removal Planning, and other pertinent agencies or organizations as requested.
- Assist Solid Waste Manager with grant writing
- Submits reports, as requested, regarding solid waste and recycling issues.
- Operates one or more of the following list of equipment and/or machines: Front-end loader, bucket truck, backhoe, rear/side loading garbage truck, and dump truck.
- Occasionally operates smaller equipment.
- Performs manual laboring tasks.
- Performs routine first echelon maintenance to the equipment.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and ability to understand City ordinances and state laws relating to solid waste and recycling.
- Knowledge of legal procedures relating to enforcement of ordinances is preferred.
- Knowledge of Microsoft Office and HTE applications is beneficial.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.
- Knowledge of traffic and highway safety rules and regulations and of effective precautionary measures necessary to avoid accidents.
- Knowledge of the effective operation and hazards involved in the use of medium and heavy equipment.
- Ability to write clear and concise reports.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials, regulatory agencies and personnel and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.

MINIMUM QUALIFICATIONS

Must have at least (2) years of full-time technical or professional experience in environmental, sanitation or solid waste operations. Must possess or obtain a Level I Code Enforcement certification within 12 months of employment. Certification must be from the Florida Association of Code Enforcement (F.A.C.E.) and is required to be maintained. High School diploma or equivalent. An Associates' Degree or higher in Environmental Sciences or related field is preferred. Demonstrate knowledge of the City's solid waste regulations and contracts, and other applicable state or county laws.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Abilities include walking, standing, bending, climbing, kneeling, reaching, pushing and pulling with the ability to move up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside exposure to all weather conditions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate Class B Commercial Driver's License (Class A preferred) and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bargaining Unit: General Employees

FLSA: Non-Exempt

Classification Plan: 19G/42

GERS: Regular Class

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Revised: 08.13 RSK