

SOLID WASTE INSPECTOR - CODES

DISTINGUISHING FEATURES OF THE CLASS: This position exists at the Oneida-Herkimer Solid Waste Management Authority, and has responsibility for the investigation of complaints of illegal dumping and recycling compliance. The incumbent follows through with procedures to ensure that each case is properly presented in Municipal Court, as well as, maintaining records relating to violations. The incumbent also has responsibility to ensure that disposal of recycled and solid waste conforms to the City of Utica and Oneida-Herkimer Counties local law. Work is performed under direct super-vision of the Director of Recycling. Supervision over the work of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Responds to all complaints of illegal dumping (ie: improper bags, dumping on roadside into dumpsters, etc.);
Inspects material dumped and tries to find incriminating evidence;
Interviews complainant to ascertain facts (ie: license number and description of vehicles, description of perpetrator, etc.);
Issues appearance tickets and/or notices of violation;
Conducts follow-up procedures to ensure case is properly presented in Municipal Court, and all pertinent information is supplied;
Gives testimony, as required;
Maintains accurate records on appearance tickets and notices of violations;
Submits weekly work reports to the Director of Recycling;
Submits weigh slips for recycled material on a daily basis;
Works with Department of Public Works to ensure no garbage, recyclables or other foreign matter is mixed with green waste;
Works with Authority contractors & subcontractors to ensure no garbage, recyclables or other foreign matter is mixed with trash or construction debris;
Enforces the Oneida-Herkimer Recycling Laws within the confines of the corporate limits of the City of Utica;
Periodically checks where recycled material is being taken, to ensure all contractors are following all agreements between the contractor and the City of Utica and/or Authority;
Periodically checks that contractors are disposing of solid waste and recycled material according to the City of Utica and Oneida-Herkimer Counties local laws.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of inspection technology and practices; working knowledge of the requirements of State and local solid waste management laws and ordinances; ability to establish and maintain cooperative relationships with other public officials, solid waste contractors and with the general public; ability to learn, read and interpret laws and regulations; ability to be firm, but courteous; ability to maintain records and reports.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **AND** one (1) year of experience inspecting buildings, solid waste, construction sites, public safety, landfills, transfer stations or related sites, for compliance to codes, laws or regulations.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.