

Classification Title: Solid Waste Compliance Officer

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Enforce laws, regulations and ordinances pertaining to litter and the disposal of solid waste. Investigate complaints of illegal dumping and patrol the County for violations. Issue citations to violators and testify in court.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Enforces litter and solid waste regulations. Issues enforcement letters and follows up to ensure compliance. Refers continuing violators to County Attorney for litigation, collaborates with the Sheriff’s department, and testifies in court when necessary.
2	M	Investigates complaints and potential violations of various solid waste ordinances, regulations and laws by phone or in person. Enters both public and private property to document the extent of each violation.
3	L	Informs and educates the public regarding illegal dumping activity in their community. Informs citizens how to patrol their community and assist in enforcement and prevention of illegal dumping.

CLASSIFICATION REQUIREMENTS:

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Education	High school diploma.
Experience	Two years of experience in an environmental or related field.

CLASSIFICATION REQUIREMENTS	
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver's license and a "safe" driving record required.
Reading	Basic
Math	Basic
Writing	Basic
Managerial	Receives General Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Communications equipment, cameras, collection materials for samples, fax machines, computers, printers and related software.

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse

Wake Count

Classification 5916 Solid Waste Compliance Officer

X	Outdoors (see 1 below)	Other (see 2 below)
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(1) Open dumps, illegal trash/rubbish piles, rural rough terrain.

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Hard hats, eye/hearing protection, gloves, safety shoes and vests, dust mask.