

SENIOR SOLID WASTE MANAGEMENT CODE COMPLIANCE OFFICER

CODES/PAY GRADE

Class Code: 2088

EEO Code: D

Pay Grade: 117

MAJOR FUNCTION

Advanced office and field supervision work in the enforcement of the County Solid Waste Ordinance, State Litter Law, and Solid Waste Franchise and Contractual procedures.

ILLUSTRATIVE DUTIES

(NOTE: 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.)

Supervises landfill attendants and subordinate compliance officers.

Investigates requests, complaints and reports of littering, illegal dumping, and customer service problems. Issues warnings or citations to offenders with guidance on corrective actions. Files complaints with the state attorney when necessary to enforce either county ordinance or Florida Litter Law. Maintains records of complaints, violations, rechecks, dispositions, and vehicle travel. Follows up all complaints and violations until resolved. Coordinates with Finance on billing questions and collection of delinquent accounts.

Inspects the equipment and coverage for all franchise holders. Maintains equipment (computer system, scales, etc.).

Ensures that regulations are enforced and advises citizens on the responsibility of controlling litter. Coordinates with law enforcement agencies to resolve persistent violations relating to litter or illegal dumping.

Prepares monthly reports on activities.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the solid waste industry, equipment, and operations. Knowledge of the County Solid Waste Ordinance 80-2. Knowledge of the geography of county unincorporated areas.

Ability to understand and follow laws, ordinances, and procedures relating to filing of complaints with the state attorney. Ability to learn legal and technical terms and procedures related to the position.

(Sr. Solid Waste Management Code Compliance Officer continued)

Ability to prepare reports and maintain records. Ability to explain regulations to the public. Ability to deal effectively with the public in adverse situations. Ability to supervise effectively. Ability to work alone in the field. Ability to communicate effectively, both orally and in writing. Ability to create electronic documents, research legal descriptions and input data.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED, and three (3) years of experience as a Solid Waste Code Compliance Officer.

Must be able to be deputized in order to issue summonses and citations.

Possession of a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Light work. Ability to see, talk, stand, walk, grasp, smell, grasp, handle, feel.

Environmental Demands: Outside work. Exposure to inclement weather (rain, humidity, heat, cold), odors, dust, uneven/undeveloped/wet terrain.

Mental Demands: Ability to read and comprehend technical manuals and procedures; legal ordinances and statutes; safety instructions, memos, letters, evaluations, reports. Ability to write simple reports, evaluations, summaries. Ability to speak clearly and concisely, relaying information, details and procedures to layman. Ability to perform general mathematical functions.

Revised 12/07

Revised 04/06

Revised 10/94