

SOLID WASTE MANAGEMENT CODE COMPLIANCE OFFICER

CODES/PAY GRADE

Class Code: 2089

EEO Code: D

Pay Grade: 116

MAJOR FUNCTION

Specialized technical work of an investigative nature enforcing the County Solid Waste Ordinances, State Litter Law, Commercial Recycle Ordinances, and Franchise Management.

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.)

Investigates requests, 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.

Insures that regulations and procedures are enforced and advises citizens and outside agencies on acceptable Solid Waste practices.

Prepares cases for presentation at court hearings or before the Code Enforcement Board utilizing photos and other supporting evidence.

Maintains records of complaints, violations, rechecks, dispositions, and vehicle travel. Follows up on complaints and violations until resolved. Prepares monthly reports on activities.

Coordinates office and field investigations with other agencies to enforce all County code compliance efforts.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of and ability to interpret Florida Litter Laws, County Waste Tire, Commercial Recycle, Solid Waste and other related ordinances.

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. Ability to disseminate information to the general public regarding ordinances. Ability

To deal effectively with the public in adverse situations. Ability to work alone in the field. Ability to communicate effectively, both orally and in writing.

Ability to locate property using legal descriptions. Ability to use a computer to create documents, reports and input data. Ability to use a digital camera and related equipment.

(Solid Waste Management Code Compliance Officer continued)

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED and two (2) years experience working with the public in real estate, regulatory enforcement, investigative work, complaint processing or other related fields. Must attain Florida Association of Code Enforcement Level I certification within two (2) years.

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 communicate, see; ability to traverse uneven, broken terrain; ability to lift, pull, push. Ability to smell, grasp, handle, feel. May be required to perform duties in early morning light or at night.

Environmental Demands: Inside/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 basic mathematical functions. Ability to use computers.

Revised 4/06
Revised 02/01
Revised 8/00
Revised 10/94