

WASTE SERVICES FIELD ENFORCEMENT INSPECTOR

DEFINITION

To inspect and enforce state and local regulations pertaining to mandated Waste Services compliance programs; to provide compliance assistance to customers; to conduct on-going auditing, tracking and reporting; and to conduct educational outreach to the community on assigned compliance programs.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory staff.

May provide technical and functional supervision to assigned staff.

EXAMPLES OF ESSENTIAL DUTIES- Duties may include, but are not limited to, the following:

Perform new customer orientation visits, providing outreach and education materials and establishing service level; coordinate with customer service staff for the establishment of new service.

Monitor customer program participation and recommend service adjustments as needed.

Schedule and conduct edible food generator and edible food recovery organization inspections, ensuring compliance with regulations and City municipal code.

Schedule and conduct organic waste and recycling separation enforcement inspections; prepare reports regarding contamination and violations; conduct follow up enforcement inspection.

Conduct inspections to ensure the proper enclosure and placement of waste containers as provided for in the City's Waste Services Ordinance.

Conduct monthly closed landfill facility inspections.

Receive, review, and verify franchise hauler compliance data.

Gather, organize, and analyze environmental compliance data and prepare reports.

Develop, coordinate and maintain a record keeping system of inspections.

Participate in public outreach; inform and educate the community and businesses regarding regulatory compliance programs and the implementation of best management practices.

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Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of effective customer service

Materials, equipment and methods used in solid waste and recycling operations.

Basic knowledge of solid waste and recycling techniques as related to the environment, energy conservation, and the economy.

Municipal, commercial, and industrial solid waste and recycling programs

Report writing and research methods.

Pertinent local, State and Federal laws, rules and regulations.

Modern office equipment, including use of word processing, database and spreadsheet applications.

Ability to:

Independently conduct field inspections for waste services compliance purposes.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures; determine compliance; identify, interpret, explain and enforce violations; review and interpret codes and rules; and maintain awareness of safety at all times.

Intermittently, walk, stand, kneel, climb, and bend while in the field; perform simple and power grasping, pushing, pulling, and fine manipulation; intermittently write or use a keyboard to communicate, and occasionally lift or carry weight of 25 pounds or less.

Prepare and analyze statistical data.

Represent the City to community groups and the general public.

Develop and prepare effective presentations including coordination, marketing, and presentation of materials.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

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Experience and Training:

Experience:

Two years of experience working at a waste management and/or recycling facility or supporting or promoting solid waste and/or recycling/resource recovery programs.

Training:

Equivalent to the completion of the twelfth (12th) grade.

License or Certificate:

Possession of, or ability to obtain, an appropriate and valid California driver's license.

10-07-23 Waste Services Field Enforcement Inspector