

## **SOLID WASTE COMPLIANCE OFFICER**

**PURPOSE:** Plan, develop and implement city-wide recycling program efforts and enforce regulations governing the disposal of solid waste, abandoned and condemned property, abandoned or inoperative vehicles and dangerous buildings.

### **FUNCTIONAL AREAS:**

1. Plan, develop and implement the City's recycling programs.
  - \*A. Coordinate with the sanitary district to develop and implement programs to encourage solid waste reduction, including performing on-site business and multi-family dwelling inspections and educational training activities.
  - \*B. Develop and conduct training programs and provide recycling and compost information, education and promotion to the general public.
  - \*C. Collaborate with area businesses to implement plans for waste reduction, recycling, and reuse opportunities in compliance with city and state ordinances and laws.
  - \*D. Assist the Facilities Management Division with recycling and waste reduction efforts to meet goals of saving and lowering greenhouse gas emissions.
  - E. Establish networks with and attend meetings of groups related to solid waste reduction including Solid Waste Officers of the North East Region (SWONERS), and Northeast Waste Advisory Council (NEWAC).
  - F. Establish networks with and attend meetings of groups related to abandoned/condemned property and abandoned and inoperable vehicles including SARA (Scanning-Analysis-Response-Assessment), Hoarding Task Force, Landlord Association, and other community meetings.
  
2. Perform tasks required for storm water permit from the Minnesota Pollution Control Agency.
  - A. Establish procedures for waste control plans, inspections and enforcement at construction sites, including developing written procedures and producing and distributing information worksheets to contractors.
  - B. Train staff in inspection procedures.
  - C. Document citizen complaint response procedure.
  - D. Document inspections and actions taken.
  
3. Enforce regulations governing the disposal of solid waste, abandoned property, abandoned or inoperative vehicles and dangerous buildings.
  - \*A. Coordinate response to complaints concerning garbage or refuse disposal, abandoned property and abandoned or inoperative vehicles.
  - \*B. Investigate incidents of unauthorized disposal.
  - \*C. Arrange for the removal of abandoned property and abandoned or inoperative vehicles.
  - \*D. Coordinate response to and investigate dilapidated garages/buildings encountered during solid waste inspections and issue correction orders.

- \*E. Issue standardized letters following inspections.
  - \*F. Issue citations as necessary.
  - \*G. Verify, upon renewal, that the State of Minnesota has inspected refuse collection vehicles, containers and equipment of authorized haulers in order to ensure compliance with applicable regulations.
  - \*H. Monitor the type of refuse containers property owners use in order to ensure compliance with applicable regulations.
  - \*I. Coordinate the licensing of collectors in accordance with City Code provisions.
  - \*J. Respond to private hauler notices of violations.
4. Perform related work as required.
- \*A. Participate in processing violations through the judicial system, including documenting violations and serving as expert witness at court proceedings.
  - \*B. Disseminate information to haulers concerning the recovery of costs for delinquent garbage bills.
- C. Perform related tasks as assigned.

## **JOB REQUIREMENTS**

1. Education and Experience Requirements
- ◆A. An acceptable combination of verifiable education and experience equaling two (2) years which demonstrates possession of the knowledge, skill and ability areas indicated by diamond below.
- Experience must include the development and implementation of action plans at a level of complexity similar to that found in this position.
2. License Requirement
- ◆A. Possession of a valid Minnesota Class "D" Driver's License or privilege upon appointment and thereafter.
3. Knowledge Requirements
- A. Basic knowledge of state of the art solid waste reduction programs, recycling and compost procedures and facilities.
  - B. Basic knowledge of biological processes integral to waste disposal.
  - C. Basic knowledge of local, state, and federal regulations concerning solid waste disposal, recycling and compost.
  - D. Ability to obtain knowledge of agencies and authorities authorized to act on garbage or refuse complaints.
  - E. Ability to obtain knowledge of city locations.
  - F. Ability to obtain knowledge of tow companies authorized to tow vehicles

- on behalf of the City.
- G. Ability to obtain knowledge of regulations and procedures for removal of abandoned vehicles.
- H. Basic knowledge of inspection procedures.
- I. Ability to obtain knowledge of the judicial process.
- J. Ability to obtain knowledge of licensing procedures.
- K. Ability to obtain knowledge of regulations concerning collection vehicles, containers and equipment.
- L. Ability to obtain knowledge of procedures used to recover costs of delinquent garbage bills.
- M. Basic knowledge of the handling of hazardous materials and medical sharps.
- N. Basic knowledge of city and state condemnation/demolition polices and laws.

4. Skill Requirements

- ◆ A. Skill in coordinating the efforts of governmental agencies, private industry and the general public.
- ◆ B. Skill in communicating orally and in writing to individuals and groups to accomplish goals or to convey information.

5.. Ability Requirements

- ◆ A. Ability to communicate with groups and individuals of varying backgrounds and educational levels.
- ◆ B. Ability to keep current on changing regulations and procedures.
- ◆ C. Ability to use a computer to prepare reports.
- ◆ D. Ability to establish and maintain effective working relationships with coworkers, governmental agencies, private sector businesses and the general public.
- ◆ E. Ability to read and interpret codes and ordinances.
- ◆ F. Ability to exercise good judgement and accept responsibility for one's decisions and actions.
- ◆ G. Ability to work independently with little supervision.
- ◆ H. Ability to work outdoors year round.
- ◆ I. Ability to frequently walk and climb and occasionally stoop, kneel, crouch, crawl, and reach overhead in order to remove refuse.
- ◆ J. Ability to lift and/or carry solid waste weighing up to 50 pounds.
- ◆ K. Ability to attend work on a regular basis.
- ◆ L. Ability to transport oneself to, from, and around work sites.

\* Essential functions of the job.

◆ Job requirements necessary on the first day of employment.

Anlst: JA	Class: 1817	Union: Basic	Pay: 28	CSB: 20080805
CC: 20081215	Res: 08-0750R	EEOC: Technician	EEOF: Sanitation/Sewage	WC: 9410

