

SOLID WASTE COMPLIANCE OFFICER

SUMMARY/PURPOSE

Conduct the full range of complaint investigations, inspections, and enforcement actions involved in determining violations and gaining compliance with City codes and state laws. Create appropriate orders of corrective actions and/or summons for non-compliance where applicable. Assess inspection and investigation information to evaluate solid waste, abandoned vehicles, vacant buildings, and right of way or public health issues. Assist with coordination activities for related City offices/departments and community service agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Implement programs to encourage solid waste reduction, including performing on-site business and multi-family dwelling inspections and educational training activities.
2. 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.
3. Enforce regulations governing the disposal of solid waste, abandoned property, abandoned or inoperative vehicles, and dangerous buildings, including response to complaints and investigation.
4. Coordinate response to complaints concerning garbage or refuse disposal, abandoned property and abandoned or inoperative vehicles.
5. 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.
6. Respond to private hauler notices of violations.
7. Inspect dwellings, non-dwelling structures, and vacant lands for compliance with housing and fire codes, and sanitary and safety standards, which includes routine inspections, notification of code violation, investigations, and follow-up and response to complaints.
8. Consult with other agencies as necessary for the enforcement of applicable ordinances and regulations relating to building, housing, and zoning.
9. Collect and organize evidence of violation and complete charge sheets for the City Attorney as appropriate.
10. Serve as a witness in court cases when required.
11. Maintain complete and accurate records of all inspections and daily records of all activities; and prepare information for monthly reports.
12. Interpret all relevant statutes, codes, and ordinances governing residential and commercial properties in order to inform property owners, contractors, building managers, tenants, and others of compliance regulations.
13. Serve as a Housing Inspector as needed.
14. Perform related work as required.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Associate's Degree or certificate in building inspection, construction science, code enforcement, property rehabilitation or a related field, and two (2) years of full-time experience working in regulation/code enforcement, building inspection, or construction management; OR
 - B. Three (3) years of full-time, verifiable education or experience which demonstrates possession of the knowledge, skills, and abilities required.

2. License Requirements
 - A. Possession of a valid Class "D" Driver's License.
 - B. Acquire and maintain International Property Maintenance Certification within one year of employment.

3. Knowledge Requirements
 - A. Basic knowledge of state of the art solid waste reduction programs, recycling and compost procedures and facilities.
 - B. Knowledge of agencies and authorities authorized to act on garbage or refuse complaints.
 - C. Knowledge of regulations concerning collection vehicles and containers and equipment.
 - D. Basic knowledge of the handling of hazardous materials and medical sharps.
 - E. Knowledge of building construction methods.
 - F. Knowledge and application of applicable Minnesota state codes and local codes and ordinances.
 - G. Knowledge of proper inspection methods and procedures.
 - H. Knowledge of business computer application software, office methods, and procedures.

4. Skill Requirements
 - A. Skill in coordinating the efforts of governmental agencies, private industry and the general public.
 - B. Skill in effective oral and written communication.
 - C. Skill in providing excellent customer service.
 - D. Skill in dealing with difficult customers and stressful situations.
 - E. Skill in the use of computers and application software.

5. Ability Requirements
 - A. Ability to establish and maintain effective working relationships with owners, property managers, tenants, advocacy groups, law enforcement, contractors, workers, supervisors, peers, and the general public.
 - B. Ability to communicate effectively both orally and in writing.
 - C. Ability to keep current on changing regulations and procedures.
 - D. Ability to conduct effective inspections in a responsible and impartial manner.
 - E. Ability to explain and enforce regulatory provisions with firmness, tact, and courtesy.
 - F. Ability to use a computer to maintain inspection records and prepare clear, concise reports.
 - G. Ability to read and interpret codes and ordinances.
 - H. Ability to interpret safety rules and apply them to hazardous situations.
 - I. Ability to exercise good judgment and accept responsibility for one's decisions and actions.
 - J. Ability to work independently with little supervision.

6. Physical Ability Requirements
 - A. Ability to work outdoors during inclement weather.
 - B. Ability to frequently walk and climb and occasionally sit, stoop, kneel, crouch, crawl, and reach overhead in order to conduct inspections outside of buildings and remove refuse.
 - C. Fine dexterity to operate computers and other office equipment.
 - D. Ability to lift and/or carry solid waste weighing up to 50 pounds.
 - E. Ability to transport oneself to, from, and around work sites.
 - F. Ability to attend work on a regular basis.

HR: HD	Union: Basic	EEOC: Technicians	CSB: 11/04/2014	Class No: 1817
WC: 9410	Pay: 29	EEOF: Sanitation/Sewage	CC: 11/10/2014	Resolution: 14-0559R