



CLASSIFICATION DESCRIPTION

TITLE: Solid Waste Inspector

JOB CODE: 6 (Non-Exempt)

GENERAL DESCRIPTION OF DUTIES

This is responsible office and field work in the enforcement of City ordinances and regulations pertaining to refuse collection and in the enforcement of the City's refuse collection contracts. Work involves the issuance of violation notices and appropriate follow-up activities to effect compliance with City ordinances, regulations and contractual obligations. The employee must exercise independent judgment and initiative in performing assigned duties. Employee receives general supervision from the Administrative Services Manager. Work is reviewed through observations, reports, conferences, and results obtained.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Conducts investigations of public complaints or requests regarding contractor and City-provided services for solid waste and recyclable materials collection.
- Investigates illegal dumping activities and coordinates collection. Conducts ongoing commercial audits, maintains inspection records, prepares reports regarding findings and makes recommendations regarding compliance actions.
- Assembles documentation to enable the City to pursue legitimate complaints of contractual violation for administrative and monetary remedies against contractors.
- Conducts inspections for compliance with the City's solid waste ordinance and communicates corrective actions to customers as needed.
- Researches property ownership of violators, tags containers in violation and makes appropriate entries into various databases.
- Monitors and evaluates service with regard to effectiveness, compliance and cost. Initiates corrective action against contractors when performance results in service or schedule variances.
- May represent the City at neighborhood or homeowners association meetings addressing solid waste concerns.
- Serves on cross-functional teams as required. Participates in neighborhood clean-ups and beautification projects.
- Attends developmental/training opportunities sponsored or sanctioned by the City
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma or GED required. Two years of experience in investigative or inspection work, monitoring and administering contracts, or two years of experience working in the solid waste services industry or a related field preferred.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a valid Florida Driver's License with a clean driving record.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of City ordinances, rules and regulations governing waste collection. Considerable knowledge of the geography of the City and adjacent areas.
- Ability to make inspections and conduct investigations in a fair and impartial manner.
- Ability to read and interpret technical language as is found in legal contracts. Ability to communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships as necessitated by the work.
- Ability to operate standard office equipment.
- Skill in the use of microcomputers and associated programs and applications necessary for successful job performance.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job, the incumbent is regularly required to lift, move or carry objects up to 25 pounds; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this position the employee is frequently exposed to fumes, odors, or airborne particles, toxic or caustic substances, excessive noise, temperature extremes, vehicular traffic, dampness/humidity, confrontational persons, animals, and various forms of wildlife.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.