

SOLID WASTE ENFORCEMENT OFFICER

Tompkins County

Classification: Competitive

Labor Grade: 13

Approved: 0

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from regionally accredited or New York State registered two-year college with an Associate's degree **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in recycling, solid waste operations, code enforcement, or law enforcement; **OR**

(b) Graduation from high school or possession of a high school equivalency diploma **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in recycling, solid waste operations, code enforcement, or law enforcement; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a) or (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

Conducts investigations for proper disposal of solid waste and responds to public inquiries regarding solid waste programs and regulations, permits and illegal dumping. Investigates and monitors alleged violations of local solid waste laws. There is a major public awareness and informational component of this position, which requires providing information to the public regarding solid waste programs and illegal dumping. The work is performed under the general supervision of the Assistant Solid Waste Manager. The incumbent provides oversight of the Law Enforcement Program and supervises project assistant and volunteer employees. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Provides written and verbal information to the public on a wide variety of solid waste programs and initiatives including recycling, composting, landfill operations, and solid waste law enforcement;
- Conducts public awareness programs on dumping enforcement issues and procedures;
- Investigates reported violations of the Tompkins County Code pertaining to Solid Waste, secures evidence, interviews witnesses and maintains surveillance;
- Interprets County Solid Waste local laws for the public;
- Prepares applicable records related to solid waste law enforcement and is involved in the investigation and prosecution of such incidences;
- Responds to complaints by public regarding program operations and may assist other staff in the development and dissemination of program information materials;
- Compiles statistics on various solid waste programs and quarterly incidence reports as requested;
- Issues appearance tickets, prepares accusatory instruments and supporting depositions;
- Works with County Attorney and District Attorney staff regarding court related activities;
- Coordinates Solid Waste enforcement activities with local municipalities and enforcement agencies;
- Implements and oversees County illegal dumping clean-up activities;
- Prepares training materials for and conducts state and federally mandated safety training for the Solid Waste division;
- Collects and maintains safety related programs, plans, records and statistics;
- Works with safety committee and the Health and Safety Coordinator to develop, implement and revise required safety programs for all Public Works divisions.
- Works with other Solid Waste management staff involved in Household Hazardous Waste Management and other recycling operations and programs, according to regulatory guidelines, including a computer recycling program and hazardous waste management program for Conditionally Exempt Small Quantity Generators.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good general knowledge of principles and practices of solid waste management techniques;
- Working knowledge and understanding of the basic principles and practices related to recycling and Household Hazardous Waste management;
- Good verbal and written skills;
- Skill in inspection techniques;
- Ability to express oneself clearly and concisely, both orally and in writing;
- Ability to work effectively with municipalities, law enforcement agencies, business officials, private citizens, community groups, private contractors and consultants;
- Ability to establish and maintain cooperative relationships with the public;
- Ability to understand, interpret and apply regulations and policies;
- Good observation skills, good judgment, common sense, integrity, dependability, firmness, tact and courtesy are required;
- The employee's physical condition shall be commensurate with demands of the position.