

SENIOR SOLID WASTE INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Director and/or Deputy Director of Solid Waste, an incumbent of this class is responsible for performing inspections, investigations, research and related administrative support and staff functions for the Westchester County Solid Waste Commission related to the Westchester County Solid Waste and Recyclables Collection Licensing Law. Duties involve performing inspections of solid waste facilities including transfer sites and recycling centers, as well as the facilities, offices and equipment of businesses engaged in refuse collection, transport, processing or disposal, conducting site visits and audits and may accompany a collection route and observe operations. Duties also involve analyzing data available to the Commission to assist in identifying of potentially fraudulent/criminal activity. The senior-level classification is distinguished from the lower-level Solid Waste Inspector in that the incumbent in that an incumbent handles the more difficult investigations and complex data analysis. Further, this position takes a more active role in conducting the required preliminary background investigations on companies and their principals prior to any action being taken by the Commission. While supervision is not a responsibility of this class, guidance and leadership is provided to Inspection and support staff, as needed. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Trains and offers guidance to Solid Waste Inspectors on matters pertaining to office procedure and the conducting of field investigations and inspections;

Conducts the more difficult and complex inspections, analyses and investigations;

Collects and analyzes County data regarding carting and disposal, to prepare reports and recommendations regarding trends and potentially fraudulent activity;

Conducts preliminary background investigations of carting companies and their principals by utilizing both public and private databases in order to determine if companies have had any prior association with organized crime;

Investigates solid waste establishments and operations and ensures compliance through education or by the issuance of notices of non-compliance;

Re-inspects all facilities where violations were noted, recorded and cited, in order to ascertain that compliance has been achieved;

Reviews application forms to determine if applicants are eligible for specific licensure;

Performs reference checks on applicants by contacting appropriate individuals to verify information;

Recommends to superiors cases in which an administrative hearing or legal action may be necessary to attain compliance, and may prepare the documents necessary for the hearing;

Conducts preliminary inspection of haulers for proper licensing, including spot-checks on the road, and prepares reports of same;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Issues warnings and notices of violation to those alleged to be “not in compliance” and may provide witness testimony during hearings and legal proceedings;

Maintains records of completed inspections;

Responds to inquiries and complaints by following established procedures;

Works with various County departments to track reported user violations and takes appropriate action in accordance with established guidelines;

Works with outside agencies such as the Federal Bureau of Investigation, the Internal Revenue Service, the NYS Department of Environmental Protection, NYS Organized Task Force, the NYS Attorney General's Office, the New York City Business Integrity Commission and local law enforcement agencies in the course of conducting investigations;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of principles and practices of Solid Waste licensing; good knowledge of administrative reporting and control procedures and techniques; good knowledge of code enforcement procedures; knowledge of criminal and procedural law; knowledge of the Solid Waste Commission's goals and objectives and the law governing its operations; ability to supervise, plan, assign and direct subordinate personnel; ability to report findings and prepare detailed reports; ability to evaluate investigative reports of subordinate personnel; ability to establish and maintain effective working relationships; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; integrity; initiative; tact; good judgment; discretion; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) five years of experience where the primary function of the position was in either inspection, code enforcement field, or the law enforcement fields; or (b) five years of work experience which included evaluating financial data, auditing documentation, or conducting criminal or quasi-criminal investigations; or (c) five years of administrative experience which included or was supplemented by three years of experience in law enforcement which included experience conducting investigations

SPECIAL REQUIREMENT: Current status as a Peace Officer in New York State

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE (Cont'd).

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to three years of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.