

SOLID WASTE INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for performing inspections, investigations and related administrative support and staff functions for the Westchester County Solid Waste Commission and the Westchester County Department of Environmental Facilities related to the Westchester County Solid Waste and Recyclables Collection Licensing Law and Source Separation Law. Incumbents perform inspections of solid waste facilities including transfer sites and recycling centers, facilities, offices and equipment of businesses engaged in refuse collection, transport, processing or disposal, as well as municipal recycling sites and private recycling facilities. Incumbents conduct site visits and audits. They may accompany a collection route and observe operations. Incumbents are expected to use good judgment, initiative and independent action in performing assignments. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts on-site inspections and investigations of solid waste facilities, offices, plants, equipment, collection vehicles, etc., to ensure licenses have been obtained, identify violations, and ensure compliance with law;

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 surveillance of business activities and prepares reports of same;

Conducts thorough background checks of companies applying for licensure using third party database and research services;

Issues warnings and notices of violation to those alleged to be "not in compliance;"

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;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

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.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of principles and practices of licensing; knowledge of the Solid Waste Commission's goals and objectives and the law governing its operations; knowledge of the Recycling Task Force's goals and objectives and the Source Separation Law; knowledge of code enforcement procedures; knowledge of administrative reporting and control procedures and techniques; ability to plan and present ideas clearly and effectively; ability to establish and maintain effective working relationships; ability to communicate effectively, both orally and in writing; 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) four years of experience where the primary function of the position was in either consumer protection, inspection or code enforcement field; or (b) four years of work experience which included evaluating financial data, auditing documentation, or conducting investigations; or (c) four years of staff or administrative support experience which included or was supplemented by two years of experience in law enforcement which included experience conducting investigations; or (d) a satisfactory equivalent combination of training and experience.

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.

SPECIAL REQUIREMENT: Possess and maintain a valid license to operate a motor vehicle in New York State, while in the title and assigned to the Solid Waste Commission.