

REFUSE COLLECTION INSPECTOR I

NATURE AND VAREITY OF WORK

This is entry-level inspection and code enforcement work to ensure compliance with codes, ordinances, and contracts governing the collection/disposal of refuse by contract/County forces. At the entry level, incumbents perform routine refuse collection/disposal or contracted property cleaning assignments under the close supervision of a higher level inspector within the context of established departmental policies and procedures. A significant aspect of the work involves establishing and maintaining effective working relationships with contractors, owners, and the general public. Upon the satisfactory completion of the probationary period, the incumbent may be promoted to the full performance II level. Unsatisfactory performance during the probationary period will result in the trainee's termination.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Makes daily on-site field inspections of the refuse collection activities and operations of County refuse collection contractors, County refuse collection forces, and homeowners (general public) in order to determine if they are in compliance with the Solid Waste Ordinance and applicable contract specifications.

Discusses the nature of complaints with complainants in order to determine if there are violations of applicable codes (e.g., Solid Waste, County Collection regulations).

Makes on-site field inspections of refuse/rubble disposal activities and operations of licensed private disposal operator in order to determine if they are in compliance with the County Solid Waste Ordinance and approved permit requirements.

Resolves refuse collection complaints and disputes between/among the homeowners and the refuse collection contractor serving that area by investigating the specific nature of the circumstances provoking the complaint/dispute which includes obtaining relevant information and proposing adequate solutions to the problem.

Reports and refers to the Refuse Collection Office/supervisor via radio/telephone violations of refuse collection contract agreement or disposal permit requirements in order to initiate appropriate action that will gain compliance with contract specifications, disposal permit requirements, or applicable codes.

Coordinates with contractors, inspectors, and other divisions/agencies (Public Works & Transportation, Police, Office of Finance, Sheriff, Health department, Office of Law) to ensure that appropriate actions are taken to assist in the resolution of refuse collection/disposal matters.

Updates listing of residences within assigned County contract areas by using data obtained from data reporting system.

Gathers/obtains relevant information and data through approved agency techniques/procedures (e.g., interviews, direct observation, on-site field visits, photographs, research of records and documents, as part of the investigative process which will assist in the resolution of complaints/cases filed by complainants in accordance with established codes, policies, and procedures.

Samples refuse brought into County permitted landfills by commercial refuse carrier in order to determine the origin of the refuse and to determine if it is in compliance with County ordinances.

Prepares and submits written information to supervisor for use in preparing informational responses to elected officials, citizens and citizen groups/associations regarding refuse collection/disposal matters.

Maintains code case documentation and chronology of case actions in order to provide information for potential use in appeals, hearings, or in court.

Testifies at hearings/court in order to provide pertinent evidence regarding the adjudication of code violation cases.

Maintains and operates vehicles/equipment in accordance with established departmental rules and regulations.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Ability to read and interpret applicable sections of the County code pertaining to Solid Waste.

Ability to communicate both orally and in writing.

Ability to deal tactfully and effectively with people.

Ability to understand and carry out oral and written instructions.

Ability to operate a motor vehicles.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent plus six (6) months public contact experience in community services occupations; or an equivalent combination of education, experience and training.

CONDITIONS OF EMPLOYMENT

A valid Maryland State driver's license is required upon appointment.

REVISED: CB-108-1985