

REFUSE COLLECTION INSPECTOR II

NATURE AND VARIETY OF WORK

This is full performance inspection and code enforcement work to insure compliance with codes, ordinances, and contracts governing the collection/disposal of refuse/recyclables by contract/County forces. At this level, incumbents perform the full range of refuse collection/disposal assignments under the general 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.

EXAMPLES OF WORK

Makes daily on-site field inspections of the refuse/recycling collection activities and operations of County refuse/recycling collection contractors, County refuse/recycling 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/Recycling, County collection regulations).

Meets with civic associations/other community groups to identify concerns relative to recycling and environmental concerns.

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 Ordinances and approved permit requirements.

Resolves refuse/recycling collection complaints and disputes between/among the homeowners and the refuse/recycling 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/recycling 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 insure that appropriate actions are taken to assist in the resolution of refuse/recycling collection/disposal matters.

Updates listing off residences/residential streets within assigned County contract area by using data obtained by data reporting system.

Assists community with the development and implementation of recycling programs.

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/recycling collection/ disposal matters.

Maintains records and files of 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.

Maybe required to use automated equipment in conjunction with assigned duties and responsibilities.

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

Knowledge of the County refuse collection contractual provisions.

Knowledge of County regulations and ordinances related to refuse/recycling collections, disposal, or littering.

Knowledge of the County's geography.

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

Ability to communicate.

Ability to deal tactfully and effectively with people.

Ability to understand and carry out oral and written instructions.

Ability to provide testimony at hearings/court.

Ability to operate a motor vehicle.

Ability to lead and train lower level inspectors.

Ability to operate modern office equipment.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent plus six (6) months code enforcement experience including refuse/recycling collection/disposal, sanitation or solid waste inspection; or an equivalent combination of education, experience and training.

CONDITION OF EMPLOYMENT

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

NEW: CB-108-1985

REVISED: 1/21/86

REVISED: 1995