

## REFUSE COLLECTION INSPECTOR III

### NATURE AND VARIETY OF WORK

This is supervisory and administrative work, involving the inspection and evaluation of refuse collection for compliance with existing regulations to meet County standards, and providing administrative assistance to the Refuse Collection Supervisor. The incumbent will act on behalf of the Refuse Collection Supervisor in his/her absence. Work is performed under the general direction of the Refuse Collection Supervisor or a higher level management position.

### EXAMPLES OF WORK

Works closely with the Refuse Collection Supervisor in planning and developing operational procedures related to County contracted refuse collection service to suburban residential areas and County-wide bulk trash collection.

Assists in the preparation of refuse collection contracts; prepares drafts of contract documents; makes spot inspections of established routes to ensure schedules are maintained and service is in accordance with contract specifications.

Informs residents concerning County refuse collection service regulations, collection schedules, etc.

Performs field work in support of County contractual agreements/laws/regulations.

Assists in the conduct of public hearings for refuse collection.

Acts in the absence of the Refuse Collection Supervisor.

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

Working knowledge of the County refuse collection contractual provisions.

Working knowledge of County ordinances and regulations related to refuse collection and solid waste disposal.

Working knowledge of the geography of the County.

Skill in interpretation of refuse contractual requirements and specifications.

Ability to supervise other inspectors.

Ability to communicate both orally and in writing.

Ability to deal tactfully and effectively with people.

Ability to prepare a variety of records and reports.

#### MINIMUM QUALIFICATIONS

Graduation from high school or equivalent plus two (2) years of code enforcement experience including one (1) year in refuse 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: CB-52-1989