

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for the enforcement of the Onondaga County recycling laws and provisions of the solid waste agreement between the Onondaga County Resource Recovery Agency and the municipalities in Onondaga County. An employee in this class is responsible for the interpretation and enforcement of the recycling laws as they apply to businesses, residents and municipal haulers. The work also involves responsibility for issuing fines and penalties to haulers, residents and businesses for failure to comply with the law. General supervision is received from an administrative superior who reviews work through conference and submission of reports. An employee in this class exercises no supervision. Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Does related work as required.

TYPICAL WORK ACTIVITIES

Interprets and enforces recycling laws as they apply to businesses, residents and municipal haulers.

Visits businesses and households which are known to be in non-compliance with recycling laws.

Investigates recycling and trash complaints.

Investigates hauler non-compliance in delivery of material to OCRRA facilities.

Investigates reports of importation of out-of-county trash.

Inspects hauler loads for recyclables at OCRRA facilities, including transfer stations, waste-to-energy facility and at municipal recycling facility.

Inspects curb side trash for recyclables.

Investigates complaints of illegal dumping of trash on road or in private dumpsters.

Issues criminal citations for violations of recycling law; works with Onondaga County District Attorney and law enforcement officials to process the prosecution of violators.

Prepares reports and may perform other office and administrative tasks as required.

Provides security at Agency events and/or meetings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the Onondaga County recycling laws as they apply to businesses, residents and municipal haulers.

Good knowledge of investigative techniques and procedures.

Ability to interpret and enforce solid waste regulations, agreements and recycling laws.

Ability to establish and maintain cooperative working relationships with businesses, haulers, public officials and the general public.

Ability to deal with businesses, residents and haulers in stressful situations.

Ability to follow oral and written instructions which pertain to job assignments and methods of performance therein.

Ability to communicate both orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM QUALIFICATIONS

One (1) year of work experience, or its part-time equivalent, in field investigative work or in the enforcement of laws or codes.