

CLASS TITLE: SOLID WASTE SERVICES INSPECTOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for field inspection and investigative work involving the enforcement of the City solid waste ordinance and resolves customer complaints concerning private hauler solid waste services and other related assigned duties.

ESSENTIAL TASKS:

- Performs inspection of residential and commercial solid waste customers' containers and bags, including refuse, recycling and yard waste to assure conformance with the City solid waste ordinance
- Contacts solid waste customer and advises of ordinance requirements and enforcement of ordinance requirements
- Explains solid waste service options, schedules and rates to requesting customers
- Investigates customer complaints regarding private and commercial hauler refuse services
- Investigates commercial containers for proper identification, size, quantity and service frequency, issuing warning violations and citations
- Investigates solid waste situations at the request of the private and commercial refuse haulers
- Investigates residential accounts with active water service and inactive refuse service for occupancy and land use and verifies level of service for new tap properties
- Performs individual and route audits of residential set-outs and commercial containers
- Makes small-load solid waste collections for customers missed by private refuse haulers, occasionally when supervisor directs
- Performs random checks of residential routes to assure customer serviced on day scheduled
- Investigates acceptable and unacceptable solid waste containers
- Prepares applications for commercial haulers licensing, issues vehicle decals, maintains database and inspects licenses
- Inspects disposal loads of refuse and processing loads of recyclables and monitors condition of disposal and processing facilities
- Verifies low income/disability status of customers
- Maintains complete records of each assigned activity and prepares reports of daily inspections
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and four (4) years of work involving public contact experience related to a public utilities operation such as refuse or water and sewer services; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the geography of the City; good knowledge of the regulations and policies of solid waste services, including waste-to-energy technology, recyclable material recovery processing and disposal practices, procedures and regulations; and some knowledge of inspection and investigative practices and techniques. Ability to follow verbal and written instructions; ability to read maps accurately; ability to drive a pickup truck; ability to prepare and maintain written reports and records; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a telephone; occasional lifting and carrying up to 50 pounds; may be subject to standing, walking, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors in an office setting. May be exposed to weather/temperature extremes, traffic, confined spaces and heavy equipment; and requires travel to various remote locations for solid waste inspections and may be subject to on 24 hour callback or standby.

Class Code: 8541

EEO Code: N-08

Pay Code: OT-16

**Group: Engineering, Planning, and Technical
Series: Inspection**

Effective Date: August 08, 2011