



SOLID WASTE INSPECTOR
FLSA: Non-Exempt
Grade 22 \$38,769.51 - \$62,031.22

GENERAL DEFINITION

An employee in this class is responsible for actively inspecting solid waste, bulk and recycling being collected within the City for unacceptable materials and for compliance with City, State, and Federal requirements. Incumbents will compose detailed inspection reports for review by supervisors and educate and inform the public on unacceptable waste materials and proper disposal methods. Incumbents will assist in the development of educational public outreach materials and coordinate as necessary with other City staff and departments. Incumbents are expected to use sound judgment, initiative, and independent action in performing assignments; researching and investigating complaints and responding to information requests from the general public. Incumbents are expected to recommend solutions to ongoing problems and communicate proposed solutions to supervisors. Completes related work as required.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Enforces all aspects of the City Code of Ordinances, and any related State or Federal regulatory standards relevant to solid waste, bulk, and recycling collection, and disposal.
- Identifies code violations related to solid waste, bulk, and recycling, and issues courtesy notices, warnings, and citations for said violation(s).
- Investigates complaints and makes field checks on requests received in the Public Works office or elsewhere as assigned; investigates solid waste, bulk and recycling complaints, or related issues, as well as other similar violations of City ordinances.
- Provides information and assistance to the general public, commercial interests, and businesses regarding solid waste, bulk, and recycling issues.
- Performs research where indicated and responds to public records information requests.

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- Operates photography equipment to photograph and document visual representations of code violations.
- Prepares reports according to required City protocols to document issues discovered in the field.
- Operates technology for the recording and documenting of complaints, issues, warnings, and citations.
- Receives and responds to concerns and inquiries from the community regarding public works, solid waste, bulk and recycling activities, and provides resolution within the scope of authority or directs to appropriate entity.
- Gives instruction and advice on City standards and other regulatory requirements, reviews field and office work and gives technical assistance and advice; participates in the resolution of the more complex problems and disputes relative to solid waste, bulk and recycling issues.
- Requires regular attendance to scheduled work shifts.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge of the materials, methods, and collection/disposal methods and processes associated with solid waste, bulk and recycling.
- Knowledge of modern methods and techniques of solid waste, bulk and recycling collection and disposal.
- Considerable knowledge of solid waste, bulk and recycling terminology, techniques and practices, pertinent specifications or codes for the area of assignment.
- Considerable knowledge of applicable legal and administrative regulations relative to solid waste, bulk, and recycling.
- Knowledge of the types of tests/audits performed on solid waste, bulk, and recycling streams.
- Knowledge of the basic principles and practices involved in solid waste, bulk, and recycling collection, and disposal.
- Ability to detect and locate violations of City, State, and Federal requirements related to solid waste, bulk and recycling.
- Ability to evaluate the course of action proposed to be taken to remedy non-compliance issues related to solid waste, bulk, and recycling issues.

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- Ability to read and interpret solid waste, bulk and recycling rules, regulations, and requirements.
- Ability to maintain records and prepare reports on various phases of solid waste, bulk, and recycling collection, and disposal.
- Ability to make detailed technical inspections and to enforce regulations with firmness, tact, and impartiality.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- A strong customer service orientation in work and communication with coworkers, management, elected officials, and citizens.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High School Diploma or GED Certificate and 1-year experience in a related industry, e.g., solid waste, bulk and/or recycling collection, disposal, or code enforcement. Requires a valid Florida Driver's license without any restrictions that affect the ability to perform essential job duties.

PREFERRED

Valid State of Florida Class B Driver's License with air brakes endorsement.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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- The ability to stand, sit, walk, talk, and hear.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- Traverse rough terrain, walk up or down stairwells, ladders, or steps.
- The employee occasionally lifts and/or moves up to 20 pounds.
- Vision ability includes close and peripheral vision, and depth and color perception.
- Oral communications ability.
- Written communications ability.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date