

## SENIOR SOLID WASTE INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Director and/or Deputy Director of Solid Waste at the Solid Waste Commission, and under general supervision at the Department of Environmental Facilities, an incumbent of this class is responsible for performing inspections, investigations, research and related administrative support and staff functions related to the Westchester County Solid Waste and Recyclables Collection Licensing Law, County Single Use Plastics Law (SPL), and Westchester County's Source Separation Law (SSL). Incumbents perform and/or supervise inspections of solid waste facilities including transfer stations, recycling facilities, final disposal facilities, or equipment of businesses and municipalities engaged in refuse collection, transport, processing or disposal. The senior-level classification is distinguished from the lower-level Solid Waste Inspector in that the incumbent handles the more difficult investigations and complex data analysis. In the Solid Waste Commission this position takes a more active role in conducting the required preliminary background investigations on companies and their principals prior to any action being taken by the Commission. In the Department of Environmental Facilities this position supervises lower level Solid Waste Inspectors, and coordinates public outreach and education to haulers, businesses and municipalities on SSL and other environmental initiatives. Supervision may be a responsibility of this class. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

#### When assigned to the Solid Waste Commission:

Performs inspections of transfer stations, as well as the vehicles engaged in refuse collection, transport, processing or disposal,

Conducts visits to construction sites to identify unlicensed companies engaged in the solid waste business in Westchester County, and analyzing data available to the Commission to assist in identifying potentially fraudulent or criminal activity.

Trains and offers guidance to Solid Waste Inspectors on matters pertaining to office procedure and the conducting of field investigations and inspections;

Collects and analyzes County data regarding carting and disposal, to prepare reports and recommendations regarding trends and potentially fraudulent activity;

Conducts preliminary background investigations of carting companies and their principals by utilizing both public and private databases in order to determine if companies have had any prior association with organized crime or any other criminal activity;

Investigates solid waste establishments and operations and ensures compliance through education or by the issuance of notices of non-compliance;

Recommends to superiors cases in which an administrative hearing or legal action may be necessary to attain compliance, and may prepare the documents necessary for the hearing;

Issues warnings and notices of violation to those alleged to be "not in compliance" and may provide witness testimony during hearings and legal proceedings;

Maintains records of completed inspections;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Responds to inquiries and complaints by following established procedures;

Works with various County departments to track reported user violations and takes appropriate action in accordance with established guidelines;

Works with outside agencies such as the Federal Bureau of Investigation, the Internal Revenue Service, the NYS Department of Environmental Protection, NYS Organized Task Force, the NYS Attorney General's Office, the New York City Business Integrity Commission and local law enforcement agencies in the course of conducting investigations;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

When assigned to the Department of Environmental Facilities:

Performs inspection of loads tipped at transfer station to uncover evidence of illegal co-collecting of recyclables and waste.

Performs investigations to trace such violation back to the place of origin, and prepares supporting depositions, which includes interviewing sanitation workers and other relevant parties as part of the investigation.

Observes commercial and municipal haulers as they perform waste collection services in order to uncover violations of the Westchester County's Source Separation Law (SSL);

Inspects and performs recycling audits for businesses, schools and other institutions to ensure compliance with the SSL

Supervises Solid Waste Inspectors and schedules inspection assignments for the Solid Waste Inspection unit to ensure staffing and coverage;

Assigns SWIs for re-inspection of facilities where violations were noted, recorded and cited, in order to ascertain that compliance has been achieved;

Coordinates educational programming and circulates educational material regarding newly established rules, regulations and procedures and/or legislation changes; and responds to related inquiries;

Provides education and instruction on proper recycling procedures and protocols to both commercial and municipal haulers;

Supervises and participates in inspections of waste generator sites, including businesses, schools and other institutions, to ensure compliance with the SSL and SPL, preparing and reviewing written reports of possible violations for determination of appropriate action;

Responds to complaints as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of principles and practices of Solid Waste licensing, or Westchester County's Source Separation Law (SSL); good knowledge of administrative reporting and control procedures and techniques; good knowledge of code enforcement procedures; knowledge of criminal and procedural law; knowledge of the Solid Waste Commission or Department of Environmental Facilities goals and objectives and the laws governing their operations; ability to establish and maintain effective relationships with individuals and organizations; ability to lead, plan, assign and direct subordinate personnel; ability to report findings and prepare detailed reports; ability to evaluate investigative reports of subordinate personnel; ability to establish and maintain effective working relationships; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; integrity; initiative; tact; good judgment; discretion; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) five years of experience where the primary function of the position was in either inspection, code enforcement field, or the law enforcement/security fields; or (b) five years of work experience which included conducting criminal or quasi-criminal investigations; or (c) five years of administrative experience which included or was supplemented by three years of experience in law enforcement which included experience conducting investigations

SUBSTITUTION: Satisfactory completion of 30 credits\* may be substituted on a year for year basis for up to three years of the above stated experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possess and maintain a valid license to operate a motor vehicle in New York State, while in the title.