

SOLID WASTE INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for performing inspections, investigations, and related administrative support and staff functions for the Westchester County Solid Waste Commission and the Westchester County Department of Environmental Facilities related to the Westchester County Solid Waste and Recyclables Collection Licensing Law and Source Separation Law (SSL). Incumbents perform inspections of solid waste facilities including transfer stations, recycling centers, final disposal facilities, and equipment of businesses engaged in refuse collection, transport, processing or disposal. Inspectors in the Department of Environmental Facilities inspect waste generator sites, including businesses, schools and other institutions, and accompany haulers on collection routes and observe operations, to ensure compliance with the SSL. Incumbents are expected to use good judgment and initiative in performing assignments. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

General:

Conducts inspections as assigned, to promote participation and compliance in support of the department's mission and goals;

Addresses non-compliance issues according to departmental guidelines, practices and procedures;

Reports situations that are outside the norm to the supervisor;

Maintains records of completed inspections;

Responds to inquiries and complaints by following established procedures;

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:

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

Investigates solid waste establishments and operations and ensures compliance with the SSL;

Inspects waste generator sites, including businesses, schools and other institutions, to ensure compliance with the SSL, preparing written reports of possible violations for submission to superiors;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Accompanies haulers on collection routes to ensure compliance with the SSL on the part of the haulers and entities along the route;

Re-inspects facilities where violations were noted, recorded and cited, in order to ascertain that compliance has been achieved;

Assists in providing training to municipal and private haulers, and waste generators, on compliance with the SSL;

Re-inspects all facilities where violations were noted, recorded and cited, in order to ascertain that compliance has been achieved;

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

When assigned to the Solid Waste Commission:

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;”

Conducts on-site inspections and investigations of solid waste facilities, offices, plants, etc., to ensure licenses have been obtained, identify violations, and ensure compliance with law;

Investigates solid waste establishments and operations and ensures compliance through the issuance of notices violations;

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

Works with outside agencies as assigned, 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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of principles and practices of Solid Waste licensing and County regulations regarding solid waste disposal and recycling as overseen by the incumbent’s department; good knowledge of administrative reporting and control procedures and techniques; good knowledge of code enforcement procedures; knowledge of the Solid Waste Commission’s, or Department of Environmental Facilities Solid Waste Division goals and objectives and the law governing its operations depending on incumbent’s department;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

(Continued): ability to report findings and prepare detailed reports; 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) four years of experience where the primary function of the position was in inspection for regulatory compliance, criminal loss prevention investigations or Law enforcement field; or (b) four years of work experience which included 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.

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J.C.: Competitive
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Job Class Code: C3010
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