



Title: Solid Waste Inspector

FLSA Status: (Non-Exempt)

BRIEF DESCRIPTION:

The primary function of an employee in this position is to perform inspections and monitor programs and services for regulatory compliance (waste and recycling collection and household hazardous waste). Employees in this classification will participate in activities involving public education and outreach programs providing information regarding the City’s recycling program and proper disposal information of refuse to City residents. This position also performs customer service duties by handling customer concerns related to solid waste collection, disposal, and other services. Performs a variety of technical and field inspection work to monitor compliance with trash collection and recycling rules and regulations; performs public contact work; investigates and resolves citizen complaints; provides information and answers questions; prepares and conducts presentations; performs related work as required. May require evening and weekend work.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Conducts residential and commercial solid waste recycling inspections to monitor compliance while enforcing Peoria’s City Code Chapter 22 to address violations and ensure compliance which may require coordinating with Code Compliance. Monitors, documents, and enforces residential refuse and recycling collection policies, procedures and ordinances.
2	L	Assists in the coordinating of waste diversion programs conducted at the disposal site or materials recovery facility, including monitoring, scheduling, inspecting and documenting the program’s operations.
3	L	Performs basic customer waste audits to help residents and businesses gain a better understanding of where they can make efficiencies and improvements to increase recycling.
4	S	Addresses questions, concerns, and complaints of City residents pertaining to solid waste programs. Composes correspondence to respond to citizen requests and concerns; Assists with grant writing, awards, and special recognition entries for environmental programs for solid waste/recycling programs.



5	L	Assists in the development, design, coordination, and implementation of public education material used for outreach programs. Distributes and presents material at community events, associations, and other public events. Works at special events and Solid Waste functions.
6	M	Assembles and delivers trash and recycling containers and informational packets to residents when appropriate.
7	H	Assists with special solid waste and recycling projects; updates files and records reference information using computer software. Inputs and maintains data to evaluate and record progress of the City's efforts in waste reduction programs from an economic perspective. Assists with duties related to collecting, storing, preparing and manifesting household hazardous waste for transportation.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements	
Experience	1-2 years experience. Moderate previous experience required in the same or similar previous positions. The job requires a good working knowledge of common and uncommon techniques, methods, practices, procedures, use of forms, routines, etc., of a moderate to complex nature.
Education	High school plus additional course work (equivalent to up to 1 year at a Community College or equivalent resulting in accumulation of similar knowledge and abilities)
Technical Skill	Skilled technical skills. Work requires predominately routine and some non-routine technical skills. Requiring practical knowledge of a technical field with use of judgment and decision-making abilities appropriate to the work environment to the organization.
Physical Demands	Work requires heavy physical exertion and effort. Forces exerted are equivalent to lifting between 25 and 50 pounds. The need for physical stamina and endurance is great. The degree of physical strain produced on the job is high. It results in fatigue, and requires periods of rest. Job requirements for manual dexterity and physical manipulation are high. Work could involve the coordination of body movements involving various body postures.
Contacts	Contacts are necessary to perform the job as work involves internal and external contacts for the purpose of explaining routine and non-routine business matters including how information was collected or processed or to correct a breakdown in the flow of information. Contacts are frequently with other departments. Work involves infrequent contact with people who are upset, uncooperative or have difficulty communicating their requirements and/or an infrequent requirement to communicate information that people do not want to hear to find upsetting.
Responsibility	May show another employee how to perform a task or may have some lead authority over one or more people for a short period of time through the year. May train replacement and/or co-worker in own job functions.
Accountability	Decision/action situations have a limited impact on the organization. Errors are usually detected by the organization. Errors are usually detected by a systematic verification and review. Errors may result in some work flow disruption, repetition of work or have limited impact on resources within a department.
Environment	Exposure to moderately adverse and undesirable environmental conditions. Some health and safety adverse risks. May require safety equipment and precautions.
Safety	Work involves few, if any, duties that if incorrectly performed could present a safety risk to others.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certifications & Other Requirements	Valid Arizona Class "D" Drivers License upon hire. Hazard Communication 40-hour Certification within six (6) months of hire.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "M"				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Observing work site, communicating with co-workers, making presentations, observing work duties, in field
Fine Dexterity	F	Computer keyboard, telephone keypad, tools/equipment, calculator
Walking	F	To other departments/offices, around work site
Lifting	O	Supplies, files, equipment
Carrying	F	Supplies, files, solid waste/recycling containers
Sitting	F	Desk work, meetings, driving
Reaching	F	For supplies, for files, for equipment/tools
Handling	F	Paperwork
Pushing/Pulling	R	Tables and chairs, file drawers
Climbing	R	Ladders, step stools
Vision	C	Reading, computer screen, driving, observing work site
Foot Controls	O	Driving
Balancing	R	On step stools
Bending	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	O	Retrieving items from lower shelves/ground, filing in lower drawers
Hearing	C	Communicating via telephone/radio, to co-workers/public
Kneeling	O	Retrieving items from lower shelves/ground, filing in lower drawers, in equipment
Crawling	R	Under equipment
Twisting	F	From computer to telephone, getting inside vehicle
Talking	F	Communicating via telephone/radio, to co-workers/public
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Standard office equipment, camera, box cutter, soil probe, moisture meter, irrigation timers, small hand tools, mobile radio, hammer tacker, helium tank, video players, vehicle, tommy lift, power washer, Hansen, Microsoft Office, Northstar, and Adobe Photoshop.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never		D Daily	W Several Times per Week	M Several Times per Month	S Seasonally	N Never
-Health and Safety Factors-						-Environmental Factors-				
Mechanical Hazards			O			Extreme temperature			S	
Chemical Hazards			O			Wetness and/or humidity			S	
Electrical Hazards			N			Respiratory hazards			M	
Fire Hazards			O			Noise and vibration			M	
Explosives			R			Physical hazards			S	
Communicable Diseases			R							
Physical Danger or Abuse			R							

PROTECTIVE EQUIPMENT REQUIRED:

Respirator mask, safety vest, safety footwear, PPE safety glasses, helmets, Tyvek suit, gloves, nitrile gloves, ear plugs, sun protection gear at events and on inspections.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
-Description of Non-Physical Demands-			-Frequency-
Time Pressure			F
Emergency Situation			R
Frequent Change of Tasks			F
Irregular Work Schedule/Overtime			O
Performing Multiple Tasks Simultaneously			F
Working Closely with Others as Part of a Team			F
Tedious or Exacting Work			O
Noisy/Distracting Environment			O

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	X
Shop		Library	
Recreation/Neighborhood Center			