

Monroe County Solid Waste Management District

Job Description

February 2018

Job Title: Environmental Compliance Investigator and Landfill Assistant

Department: Compliance (08)

Work Location: Administration

Reports To: Environmental Compliance and Landfill Director

Full-Time
 Part-Time

Exempt
 Non-Exempt

To Perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County Solid Waste Management District provides reasonable accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause undue hardship.

PURPOSE OF THE POSITION

The Environmental Compliance Investigator and Landfill Assistant is responsible for Investigating, remediating and documenting illegal disposal of solid waste in Monroe County. This position also provides support for landfill monitoring and maintenance and leachate treatment plant operation. This position reports to, and works closely with, the Environmental Compliance and Landfill Director.

RESPONSIBILITIES

1. General Tasks

- Investigates, remediates and documents illegal roadside dumping and littering
- Investigates and documents solid waste violations on private property
- Writes and delivers citations for ordinance violations of Chapter 360 of the Monroe County Code
- Provide evidence and documentation to the Monroe County Attorney's office and testify during court proceedings as necessary
- Participates in court ordered, IDEM and community clean-ups. Provides prior notification to affected citizens and during clean-up provides education and support for separation of materials and material handling
- Keeps all adjacent roads to the landfill, rural recycling centers and central station clean and free of litter and debris and documents clean-ups
- Assists community corrections by collecting and transporting bagged material
- Maintains and distributes Adopt-A-Road equipment, schedules clean-ups with participating groups and organizations, arranges for collection and disposal/recycling of bagged materials from clean-ups
- Identify and arrange for proper re-use/recycling/disposal of household hazardous waste
- Assist with landfill monitoring and maintenance as needed

2. Technical Tasks

- Ability to use and maintain a variety of water quality instruments, sampling equipment and test kits utilized for monitoring and sample collection at the landfill
- Operation of vehicle mounted winch and lift gate
- Operation and preventative maintenance of gas and electric powered water pumps and motors
- Operation and preventative maintenance of diesel powered generators

3. Other Responsibilities

- Responsible for District vehicle, camera, equipment and tools
- Ability to respond to emergency situations at the landfill at any time as needed
- Comply with established safety guidelines at all times
- Maintain compliance with all company policies and procedures
- Perform other duties as assigned and directed by the Environmental Compliance and landfill Director or Executive Director

4. Supervisory Responsibilities

- None

EDUCATION, KNOWLEDGE, SKILLS AND/OR WORK EXPERIENCE REQUIREMENTS

The Environmental Compliance Investigator and Landfill Assistant is required to have:

- Strong written and oral communication skills
- Proficient in Microsoft Word, Excel, Access and Outlook
- Knowledge and understanding of applicable Federal, State and local laws and regulations regarding wastewater treatment plant operation
- Possession of, or ability to obtain, Class A Wastewater Treatment Operator certification
- Time management skills
- Ability to obtain 24-hour HAZWOPER certification
- Ability to establish and maintain cooperative relationships with other State and local government agencies
- A pre-employment and annual physical exam

PHYSICAL REQUIREMENTS

The Environmental Compliance Investigator and Landfill Assistant performs a majority of duties outdoors in varying weather conditions. Job duties may result in exposure to vehicular traffic, traversing difficult terrain, exposure to physical hazards associated with working outdoors, potential exposure to household hazardous waste and unknown hazards/substances. Occasionally required to enter rivers, streams and ponds to retrieve materials. Potential confrontation with difficult and/or threatening people. Potential exposure to health and safety hazards associated with landfills. Regular lifting up to fifty (50) pounds and occasional lifting greater than fifty (50) pounds.

ACKNOWLEDGMENT

The District has developed the job description to provide general guidelines to assist you in becoming familiar with obligations of your employment. It is not a complete list of responsibilities and is subject to change at any time. In the event this job description is modified, employee shall be provided a written copy of the revised job description, which will require employee's signature. This is not to give rise to contractual rights or obligations, express or implied or to be construed as a guarantee of employment. This is not a contract of employment. Additionally with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment or revocation by the District at any time, without advance notice. By your signature below, you acknowledge that you have read and understand this job description and agree to perform the duties, responsibilities and tasks set forth. Failure or refusal to sign and return a copy of this job description with an original signature to the Executive Director, or their designee, prior to the designated start date and time may be considered a declination of the position.

The District is an Equal Opportunity Employer

Print Employee Name:

Employee Signature:

Date: