



City of Tempe

SOLID WASTE INSPECTOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	167	<i>FLSA Status:</i>	Non-exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$22.932212
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$30.958654
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Code Inspector II+
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Technicians

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
Receives direction from supervisory or management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two years of field experience in solid waste collection or disposal and administrative or technical experience involving public contact work and City ordinance application or enforcement experience.
<i>Education:</i>	Equivalent to a high school diploma or G.E.D. and the ability to read and write at a level necessary for successful job performance.
<i>License / Certification:</i>	Must possess and maintain a valid driver's license.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City's stated mission and values. To perform a variety of technical and field inspection work involved in the enforcement of the City's solid waste ordinance. To provide customer service to residents that include investigation and resolution of complaints relating to recycling, refuse collection, illegal dumping, abatement, community outreach, and other activities required to maintain Code compliance and acceptable levels of service.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Conduct field inspections of solid waste containers in service for contamination and proper recycling practices; alleys, streets, residential properties, and commercial establishments, to ensure the proper collection and disposal of refuse, recyclables, non-acceptable items, and resolve other unsafe or unhealthy conditions;
- Educates and enforces Tempe City Code, Chapter 28 and Federal EPA, County and State regulations for both public and commercial solid waste operations;
- Respond to and resolve in person, telephonically, and in writing citizen inquiries and complaints concerning violations of City codes and ordinances; document all complaints, inspections, and relevant issues;
- Issue notices of compliance for violations of City solid waste codes; follow up to ensure compliance with notices of violations, and implement cost recovery efforts utilizing the City's Customer Service billing system to recover abatement costs;
- Partner with the Police Department, Neighborhood Enforcement, Neighborhood Services, Household Products Collection Center, and other City departments to address and resolve community and neighborhood issues relating to solid waste services so as to improve the community's quality of life;
- Maintain significant involvement in the recycling program with the responsibilities for monitoring all levels to assess overall program effectiveness;
- Participate in "meet and greet" events to personally speak to residents of neighborhoods to inform them of planned neighborhood activities, such as abatement in alleys, and to educate them regarding proper solid waste practices;
- Participate in the development and implementation of educational materials and programs relating to solid waste and recycling programs used in community outreach;
- Participate in neighborhood enhancement initiatives by providing educational presentations at schools, neighborhood meetings, and special events;
- Represent Solid Waste Section at State, local, and community events and meetings;
- Meet with business and property owners and residents to ensure safe and proper disposal of refuse and waste materials; regulate commercial and residential waste disposal to ensure proper and safe disposal of waste and toxic chemicals;
- Participate in the site plan review process to ensure that development of real estate properties is compliant with Code requirements relating to solid waste disposal and collection. Make recommendations to the Development Services Department for modifications to site plans for inclusion of solid waste requirements pursuant to local, State, and Federal regulatory requirements;

- Responsible for a designated sector of the Tempe community for inspection of private, residential and commercial sites to determine and monitor, documenting a response to solid waste issues;
- Coordinate with the Environmental Services Program to develop employee hazardous communication training and labeling program, and develop procedures for properly handling and removal of hazardous materials found in the public right-of-way;
- Conduct research and provide input for improvement of the Solid Waste Ordinance, solid waste programs, and enforcement of local, State, and Federal rules governing the collection, processing, and disposal of solid waste;
- Assist in creating standard operating procedures; develop notices for proper disposal methods; implement new programs, procedures, and systems;
- Maintain Job Hazard Assessment files on all applicable activities used in the division;
- Conduct property research to acquire legal descriptions, assess agreements, and identify property owners; research proposed abandonment requests of existing right-of-ways;
- Update City address' corrections, changes, maps and related information utilizing modern office equipment and business practices;
- Prepare special reports and conduct surveys regarding proper disposal and or refuse collection; analyze and study refuse collection operations and prepare reports; prepare administrative reports regarding impact and cost analysis of various projects; create and maintain various computer databases and programs;
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects;
- Operate city vehicles;
- May operate power tools;
- Traverse uneven surfaces;
- Work in a stationary position for considerable periods of time;
- Operate computers, calculators and other office machines;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- May work alone for extended periods of time.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others

Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p style="text-align: center;"><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i></p> <p><i>Reviewed August 1995</i></p> <p><i>Revised October 2006 (Updated job duties, experience requirements and job title)</i></p> <p><i>Revised August 2008 (duties)</i></p> <p><i>Revised Sept 2008 (training)</i></p> <p><i>Revised Sept 2014 (update job duties)</i></p> <p><i>Revised March 2019 (PW Reorg – moved to Municipal Utilities Dept)</i></p>