



JOB DESCRIPTION

Environmental Programs Compliance Inspector

Date Prepared: July, 2022

SUMMARY: Under general supervision, perform varied fieldwork inspections of business and residential locations for compliance with State of California's SB 1383 regulations and city solid waste, recycling, and other environmental programs to ensure compliance with City standards, specifications, and ordinances; performs related work, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Investigate complaints and report violations of City ordinances relating to solid waste.
- May open bags to examine, photograph, and report contents of container conditions to provide documentation and relevant reporting, when necessary.
- Conduct on-site visits at commercial and multifamily properties due for inspection or waiver verification.
- Prepare correspondence relating to SB1383 and municipal code compliance.
- Maintain notification records and document actions taken in response to potential or known violators.
- Inspect industrial, commercial, residential, and other establishments to ensure compliance with federal, state, and local regulations relating to solid waste management.
- Gather information for legal prosecution for serious offences in coordination with legal counsel and City officials.
- Issue notices of violation and citations related to violations of city solid waste, recycling, and other environmental programs, as needed.
- Provide information and technical assistance pertaining to disposal requirements.
- Share potential solutions to solid waste and SB1383 problems affecting public health and safety.
- Assist in compiling information used for public education and training programs involving environmental programs.
- Educate businesses to improve material sorting by providing feedback and printed reference materials.
- Answer inquiries and refers questions to the appropriate source, when necessary.
- Participate in field sampling and data collection for program evaluation.
- Coordinate with contracted waste hauler to organize and ensure routes provide timely completion requirements.
- Utilize the City's software, prepare, and maintain records of inspection reports.
- Prepare inspection reports and files related to projects.

MINIMUM QUALIFICATIONS:**Education, Training and Experience Guidelines:**

High school diploma OR GED equivalent SUPPLEMENTED BY college or training AND three years of experience performing environmental program related duties OR an equivalent combination of education, training, and experience. Government agency experience is preferable.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid California class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- Must obtain a California Peace Officer Standards and Training PC 832 certification (POST PC 832) within 12 months of hire and must maintain throughout the length of employment with the City of Victorville.
- Successful completion of HAZWOPER training from San Bernardino County Fire Department required by the end of probation.

Knowledge of:

- Waste reduction, recycling and composting principles, practices and programs.
- City policies and procedures.
- Methods, materials, equipment, and safety hazards relating to solid waste regulations.
- Applicable state and federal codes, ordinances, laws, rules, and regulations.
- Proper lifting techniques.
- Employee safety practices and use of personal protective equipment.
- Principles and practices of project management.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state and federal codes, laws, and regulations.
- Reading and interpreting plans.
- Using hand tools.
- Basic mathematics, including algebra, and geometry.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, contractors, vendors, suppliers, businesses, schools, external public agencies and the general public.
- Applying safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in both an indoor and outdoor environment. May be required to traverse uneven terrain, work in trenches, climb ladders and walk on steep slope roofs. May be exposed to heavy machinery and extreme weather conditions. Incumbent must have the mobility to visit City job sites on a regular basis. Visits to job sites include exposure to dust, extreme hot and cold temperatures, noise and inclement weather in a construction zone environment with occasional exposure to hazardous work conditions. Physical demands consist of frequent standing, climbing, walking, lifting, bending, or stooping. May be required to lift and carry items weighing up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction, and communicate both verbally and in written form with great facility and be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, including working occasional weekend or evening events.

Department Head

Date

Personnel Officer

Date