SOLID WASTE ENVIRONMENTAL SPECIALIST

JOB CODE 71410

Effective Date: 07/13

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to identify, investigate, and enforce compliance with laws, ordinances, dealing with the proper collection, storage, and disposal of hazardous, medical and infectious waste. Incumbents also monitor the performance of City crews and private contractors for the collection of residential solid waste, and resolve problems on-site with residents, and/or private refuse and building contractors. This class has extensive involvement in the recycling program with responsibility for monitoring participation levels to assess overall program effectiveness. Duties are performed with considerable independence, subject to the requirements of the Phoenix City Code Chapter 27, under the general supervision of a Solid Waste Supervisor.

ESSENTIAL FUNCTIONS:

Enforces the Phoenix City Code, Chapter 27, and Federal EPA, County, and State Regulations for both public and commercial solid waste operations:

- Updates quarter-section maps and computer printouts to maintain a record of all residents served, level and kind of service.
- Performs public education and information duties, including meetings, presentations, personal contacts, and information distribution.
- Resolves discrepancies in house counts and fixed asset inventory.
- Learns, interprets, applies and explains the City, County and State health and environmental codes.
- Enters data or information into a computer to update solid waste and computer file records and research information.
- Inspects private, residential and commercial sites to determine and monitor proper solid waste storage.
- Identifies and secures hazardous waste incidents and communicates information to appropriate response agencies.
- Provides technical information and compiles statistics for use in management reports.
- Coordinates activities with other City departments and outside agencies to ensure continued operational service and code enforcement.
City of Phoenix

- Issues ordinance violation notices, files complaints and testifies as a witness in court regarding solid waste violations.
- Investigates and makes recommendations on proposed abandonments of streets, alleys, and easements for the solid waste management group.
- Investigates and resolves problems involving City or contract solid waste collection crews.
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Federal, state, county and city health and environmental codes.
- Research techniques, methods, and procedures.
- Solid waste materials including household hazardous waste and recycling
  Hazardous waste response procedures.
- Customer service practices.
- Modern office equipment and business practices.

Ability to:

- Learn job-related material through verbal instruction, observation, and structured lecture. This learning takes place in both on-the-job training settings and in classroom settings.
- Read and interpret detailed maps and plans.
- Apply effective customer service skills and exercise independent judgment in the resolution of conflicts.
- Work cooperatively with other City employees, private contractors, the County Health Department, State offices, the media, and the public.
- Interpret County, State and Federal regulations relating to the protection of the environment with emphasis on hazardous waste collection, storage and disposal.
- Communicate verbally with the public in face-to-face one-to-one settings.
- Observe or monitor objects and evidence of environmental hazards to determine compliance with prescribed operating or safety standards.
- Move heavy objects (50 pounds or more) short distances (20 feet or less).
- Work in a variety of weather conditions with exposure to the outdoor elements.
- Remain in a sitting position for extended periods of time.
- Calculate appropriate solid waste management user fees for billing purposes.
- Work safely without presenting a direct threat to self or others.
Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Two years of public contact experience, some of which is in the inspection field. Other combinations of experience and education that meet the minimum requirements may be substituted.