

# DELAWARE SOLID WASTE AUTHORITY



## JOB OVERVIEW

**TITLE:** COMPLIANCE OFFICER I

**REPORTS TO:** SUPERVISOR OF COMPLIANCE

**JOB CLASS:** NON-EXEMPT

**LOCATION:** STATEWIDE

**PURPOSE:** The purpose of this position is to monitor waste stream at landfill and waste stations for compliance of federal, state and the Solid Waste Authority, solid waste laws, rules and regulations.

## JOB DUTIES

### ESSENTIAL TASKS:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Conducts investigations of possible violations of DSWA regulations and issues violations and fines when applicable.
- Conducts inspection on collection vehicles and on waste loads transported by collection vehicles.
- Conducts investigations on disposal sites, illegal dumping at facilities, transfer stations and prepares written or oral reports of findings or possible violations.
- Maintains documentation on investigations, follow-ups, and daily activities.
- Assists in the review license applications for solid waste collectors.
- Picks up and delivers sensitive material for DSWA.
- Prepares necessary photographs, violations, documentation, and findings for testifying in legal proceedings.
- Communicates orally and in writing with employees and the public.
- Monitors surveillance recorders, cameras, traffic safety and speed at the DSWA facilities.

### ADDITIONAL DUTIES:

- Monitors traffic safety and issues notices of violation for infractions.
- Monitors and enforces State of Delaware policy's on the disposal of yard waste and issue notices of violation and fines for infection.
- Performs other duties as assigned.

## QUALIFICATIONS

### EDUCATION, EXPERIENCE, AND SKILLS:

Requires a high school diploma or equivalent and 1 year of experience in investigations.

Must possess a valid driver's license and First Aid & CPR certification (Certification training provided by DSWA)

Knowledge of investigative methods, techniques and procedures. Knowledge of hazardous waste. Knowledge of safety procedure and protocols. Knowledge of Delaware roads. Skill in first aid and CPR. Ability to communicate effectively. Ability to use monitoring security and camera equipment.

### Physical Requirements:

This position requires standing, walking, sitting, gripping or feeling with hands, reaching with hands and arms, climbing or balancing, stooping, kneeling, crouching, or crawling, talking or hearing, tasting or smelling.

This position requires lifting more than 100 pounds.

This position requires lifting close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up or down or to the left and right when vision is fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

This position risks exposure to indoor environment, outdoor environment, noise, extreme temperatures, vibration, moisture and/or humidity, dust, fumes, gases, mechanical hazards, chemical hazards, explosive hazards, burn hazards, and potential for violence/physical altercations.

SIGNATURES

*I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.*

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE

*I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.*

\_\_\_\_\_  
HUMAN RESOURCES

\_\_\_\_\_  
DATE

*I have read this description and understand the major responsibilities, requirements, and duties of this position.*

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE

*Delaware Solid Waste Authority is an equal opportunity employer committed to achieving excellence and strength through diversity. The Authority seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the Authority to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*