

DELAWARE SOLID WASTE AUTHORITY



JOB OVERVIEW

TITLE: COMPLIANCE OFFICER II

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.

- Monitors waste stream at Landfills and Waste Transfer Station for compliance of Federal, State and Solid Waste Authority, Solid Waste Laws, rules and regulation.
- Investigates haulers and companies moving solid waste in the State of Delaware for non-compliance of solid waste laws, rules and regulation.
- Investigates haulers for non-compliance of Federal, State and Solid Waste Authority, Solid Waste Laws, rules and regulation.
- Monitors and inspects waste hauling vehicles to ensure those vehicles are in compliance with Federal, State and Solid Waste Authority, Solid Waste Laws, rules and regulation.
- Conducts screenings and inspects waste delivered to landfills and transfer station.
- Investigates illegal dumping of solid waste at DSWA facilities.
- Prepares and completes weekly, monthly and incident reports.
- Inspects solid waste transport vehicle for compliance with DSWA rules and regulations.
- Investigates incidents at DSWA facilities involving loss and property damage and safety issues
- Prepares monthly waste screening statistics for management review.
- Picks up and delivers of sensitive material at DSWA facilities.

ADDITIONAL DUTIES:

- Monitor 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 4 years of experience in investigations

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

Knowledge of Federal and State of Delaware Laws governing the movement and disposal of solid waste. Knowledge of DSWA rules and regulations governing the movement and disposal of solid waste. Knowledge of Delaware Department of Natural Resources and Environmental Control rules and regulations. Ability to apply investigation techniques. Ability to use DSWA computer programs to monitor waste activities. Knowledge of hazardous waste test equipment. 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.