

# DELAWARE SOLID WASTE AUTHORITY



## JOB OVERVIEW

**TITLE:** SUPERVISOR OF COMPLIANCE

**REPORTS TO:** CHIEF OF BUSINESS AND GOVERNMENTAL SERVICES

**JOB CLASS:** EXEMPT

**LOCATION:** DOVER OFFICE

**PURPOSE:** The purpose of this position is supervise compliance officers monitoring 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.

- Manages investigations and presents findings to Senior Management; manages all investigations external (public haulers, private contractors or civilians) and internal (employee or incident); manages the coordination of investigations/cases which may lead to legal action with DSWA's legal counsel.
- Reviews licensing of public haulers and ensure all pertinent information has been provided and confirmed; conducts follow up calls to obtain missing information.
- Supervises, prepares and assigns duties to compliance officers.
- Conducts surveillance and investigations; assists and directs investigations assigned to the compliance unit.
- Trains new and current compliance officers in appropriate surveillance and investigative techniques and procedures; trains compliance officers on proper use of cameras and video equipment.
- Reviews investigation reports for legal details, spelling, and grammar; establishes timelines and prepares cases from inception to completion; submits case files for final approval and review/use by DSWA legal counsel.
- Prepares recommendations regarding complaints, violations, enforcement, legal action, etc.
- Prepares monthly reports of waste screenings and totals at all six facilities as mandated.

### ADDITIONAL DUTIES:

- Prepares individual reports, from annual evaluations, probation evaluations, counseling statements, discipline and suspension, job abandonment, and promotions.

- Manages additional training for compliance officers on various equipment, such as: Explosive Gas Meter and Volatile Organic Meter; pH Meter; PCB Indicator; HAZMAT Analysis Kit; Heavy Metals Analysis Kit; Radioactivity Measurement Device.
- Manages and conducts surveillance at Recycle Delaware sites throughout the state; monitors locations in an attempt to prevent violators from dropping off improper items.
- Manages and conducts special assignments given to the Compliance Unit.
- Performs other duties as assigned.

## QUALIFICATIONS

### EDUCATION, EXPERIENCE, AND SKILLS:

Requires a high school diploma or equivalent and 10 years of experience in investigative or enforcement work including two (2) years supervisor experience **or** an associate's degree in criminal justice with 5 years' experience, **or** a bachelor's degree in criminal justice with 2 years of experience including two (2) years supervisor experience.

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

Note: This is a safety sensitive position and requires drug testing as a condition of employment.

Ability to communicate effectively orally and in writing with the general public and member of the waste industry. Skill in use of cameras and video equipment. Knowledge in the organization, operations, services provided and policies and procedures. Knowledge of Federal and State and 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.

### 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, and tasting or smelling.

This position requires lifting up to 50 pounds.

No special vision requirements.

This position risks exposure to indoor environment, outdoor environment, noise, extreme temperatures, vibration, moisture and/or humidity, dust, fumes, gases, potential for violence/physical altercations, and close proximity to heavy equipment (i.e., bulldozers, bucket loaders, etc.).

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.*