

DELAWARE SOLID WASTE AUTHORITY

JOB DESCRIPTION

JUNE 30, 2010

TITLE: COMPLIANCE OFFICER I  
REPORTS TO: SUPERVISOR OF COMPLIANCE  
JOB CLASS: NON-EXEMPT  
LOCATION: STATEWIDE

PURPOSE:

To insure compliance with DSWA's regulations.

JOB DUTIES:

- \* Investigates violations of DSWA's regulations
- \* Inspects collection vehicles, landfill sites and solid waste
- \* Responds to and documents complaints
- \* Keeps written records of all investigations, inspections, violations and complaints
- \* Assists initial and follow-up investigations of possible violations of DSWA's regulations
- \* Assists with inspections of collection vehicles, waste loads, disposal sites and any other applicable violations
- \* Responds to complaints received by the DSWA

Prepares written reports of all inspections, investigations, and complaints received

Perform other duties as assigned

QUALIFICATIONS:

Possession of a high school diploma or equivalent and one (1) year's experience with investigative or inspection work. Possession of a valid driver's license.

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Ability to communicate orally and in writing. Training, knowledge and experience if applicable computer software is required. Ability to use cameras and related equipment.

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

\*Denotes essential functions of the job