

DELAWARE SOLID WASTE AUTHORITY

JOB DESCRIPTION

JUNE 30, 2010

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

PURPOSE:

This is compliance work at the full performance level. Work is performed independently with limited supervision. Assignments are carried out in accordance with established DSWA policies and regulations. This class participates with other personnel to insure compliance with DSWA policies, rules, and regulations. This class may have supervisory responsibilities.

JOB DUTIES:

- * Conducts investigations of possible violations of DSWA regulations, which includes report writing and follow-up work. May request assistance to perform special investigations based on surveillance or tips from other sources.
- * Conducts inspections of collection vehicles, waste loads, disposal sites, etc. and prepares reports of findings.
- * Ensures all complaints are documented, investigated, and that follow-up activities are performed.
- * Assists in reviewing license applications for solid waste collectors.
- * Photograph findings of compliance work when necessary and testify in legal proceedings when necessary.

Perform other duties as assigned.

QUALIFICATIONS:

Possession of a high school diploma and four (4) years' experience in investigative or enforcement work in the areas of law, regulations, code or

Compliance Officer II
Job Description
Page 2

security. Experience as a Compliance Officer I shall apply to this requirement. Ability to communicate orally and in writing. Training, knowledge and experience of applicable computer software is required. Ability to use cameras and related camera equipment. Ability to operate surveillance recorders and cameras. Possession of a valid driver's license.

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

*Denotes essential functions of the job