

DELAWARE SOLID WASTE AUTHORITY

JOB DESCRIPTION

JUNE 30, 2010

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

PURPOSE:

This is compliance work at the highest level. This class makes independent decisions for interpreting and implementing policy, together with solving complex problems related to compliance activities. Work is performed with general supervision from the Supervisor of Compliance.

JOB DUTIES:

- * Coordinates contacts with superiors, facility managers, waste collectors, etc., regarding compliance, licensing requirements, and enforcement of Authority regulations.
- * Coordinates the gathering of evidence, prepares reports and makes recommendations to superiors regarding violations enforcement, etc.
- * Assists in licensing solid waste collectors.
- * Coordinates routine inspections of facilities for illegal waste.
- * Insures all complaints received are investigated, documented, and followed up.

Perform other duties as assigned.

QUALIFICATIONS:

Possession of a high school diploma and seven (7) years' experience in investigative or inspection work or enforcement work three (3) of which should be as a Compliance Officer II. Ability to communicate orally and in writing. Training, knowledge and experience of applicable computer software is required. Ability to

Compliance Officer III
Job Description
Page 2

use cameras and related camera equipment. Ability to set up, program, and monitor video recorders and cameras, including surveillance equipment.
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