

DELAWARE SOLID WASTE AUTHORITY

JOB DESCRIPTION

JUNE 30, 2008

TITLE: SUPERVISOR OF COMPLIANCE  
REPORTS TO: CHIEF OF BUSINESS AND GOVERNMENTAL SERVICES  
JOB CLASS: EXEMPT  
LOCATION: DOVER OFFICE

PURPOSE:

This is work at the supervisory level. This person is responsible for supervising Compliance Officers I, II, and III. This position is a working, "hands-on" supervisory position that reports directly to the Chief of Business and Governmental Services.

JOB DUTIES:

Duties include but are not limited to:

- \* Responsible for overseeing investigations and presenting findings to Senior Management
- \* Licensing solid waste collectors
- \* Assigning duties to officers
- \* Conducting surveillance and/or investigations
- \* Responsible for coordinating investigations/cases which may lead to legal action with DSWA's legal counsel

Training new compliance officers and assist with routine work as necessary

Scheduling inspections of landfills

Make recommendations to superiors regarding complaints, violations, enforcement, legal action, etc.

Prepare monthly reports

**QUALIFICATIONS:**

Possession of a high school diploma and ten (10) years' experience in investigative or enforcement work including two (2) years supervisor experience or an associate's degree in criminal justice with five (5) years' experience, or a bachelor of science degree in criminal justice with two (2) years of experience including two (2) years supervisor experience. Must possess good writing skills and ability to communicate effectively with general public and members of waste industry. Training, knowledge and experience of applicable computer software is required. 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