

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: AF164 Littering and Illegal Dumping Officer
POSITION #/TITLE: 1629 Littering and Illegal Dumping Officer	Adopted: 08-10 Revised: 03-16

POSITION DESCRIPTION

Dept /Division: Utilities/Solid Waste and Recycling	Manager Level: Lead Worker
Salary Plan/Description: AFS/AFSCME	Salary Grade: 30
Reports To Position #/Job Code #/JC Title: 1245/NB219/Solid Waste and Recycling Superintendent	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Very Heavy	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Civil Service Exam, Physical Qualifications, Standard Word, Excel, Power Point, Access
Personal Protective Equipment: Safety Boots Required (Steel Toe and Puncture Resistant Sole)	

General Statement of Duties

Provides investigative and technical services to ensure litter and illegal dumping concerns are addressed in a professional and timely manner and public and private (residential and commercial properties) are maintained in conformance with the City’s Ordinance and other related city and state codes. Performs related work as required.

Distinguishing Features of the Class

Works under general supervision of the Division’s Superintendent with coordination with Solid Waste Abatement Officer. Considerable leeway is granted for the exercise of independent sound and rational judgment and initiative when dealing with littering and illegal dumping matters. May provide work direction to Solid Waste and Recycling Driver Collectors and Laborer Extra Drivers, when required.

Examples of Essential Work (Illustrative Only)

Assumes primary responsibility for the investigation, enforcement and removal of litter and illegally dumped material within the City of Cedar Rapids Corporate Limits;
Maintains the Illegal Dumping Hot Line and associated web based software and ensures reported information is passed along in a timely manner to appropriate jurisdictions;
Coordinates the bi-annual “Clean Sweep Program”, I-380 and neighborhood clean ups;
Coordinates the collection of small dead animals throughout the City of Cedar Rapids;
Coordinates the Solid Waste and Recycling Divisions “Mint Green Bag” litter collection program;
Coordinates the collection of smaller road debris;
Participates in and supports the efforts of the following groups: Keep Iowa Beautiful and Keep Linn County Beautiful;
Applies for grants for illegal dumping monitoring;
Assists with sign removal on City Right of Ways;

Conducts daily inspections, via city vehicle, of illegal dumping hot spots both on private as well as public property and on other city roadways, right of ways and alleys prone to illegal dumping and to ensure compliance with the City's Municipal Code governing Solid Waste, Yard Waste, Recycling and Littering and Illegal Dumping;

Works closely with the City's Cedar Rapids Police Department, Code Enforcement Division, other city Departments or Divisions, Linn County Sheriff and Linn County Health Department concerning littering and illegal dumping matters;

Responds to complaints concerning littering and illegal dumping on public or private property;

Responsible for site investigations of reported littering and illegal dumping to verify complaint and subsequent follow up action, including the removal of items;

Photographs littering and illegal dumping material for recording purposes;

Searches through illegally dumped material to obtain information which might assist in investigation of the littering or illegal dumping of the material;

Uses GIS and other maps to identify property parcels, obtains property deed information from Assessor's Office via computer and in person and uses the information to prepare correspondence and violation notices, which are issued to litterers or illegal dumpers;

Discusses littering and illegal dumping violations with property owners and explains littering and illegal dumping codes and advises property owner on how compliance may be obtained;

Determines when litter and illegally dumped items must be abated on the spot or when possible to obtain compliance with removal of the littering or illegally dumped material by diplomatic persuasion;

Re-inspects public or private property to check for compliance, if property is not in compliance, photographs, documents, collects, and processes additional paperwork regarding the abatement;

Determines if property owner is a habitual littering and illegal dumping violator and takes corrective action to Solid Waste & Recycling Superintendent;

Initiates legal action and prepares Civil Citations for serious Littering and Illegal Dumping violations, as necessary, in order to obtain compliance with City Municipal and State Codes;

Maintains precise and accurate daily manual and computerized records of properties in violation of the provision included in the City's Ordinance regarding littering and illegal dumping;

Treats all records as confidential in nature;

Prepares monthly, yearly and special reports regarding littering and illegal dumping activities;

Suggests changes and amendments to improve the littering and illegal dumping procedures;

Recommends changes to the charges levied for littering and illegal dumping clean ups;

Assists, when required, in the enforcement of the Cedar Rapids Municipal Code Chapters 22, 24 and portions of Chapter 29;

Provides information to the public, Neighborhood Association Representatives, Members of City Council and other City staff on guidelines and course of action to better manage litter and illegal dumping activities;

Provides front line public relation activities by maintaining a professional attitude when dealing with the public, City Council, property owners, tenants, landlords, Neighborhood Association Representatives and other city staff;

Monitors completion of job assignments to ensure compliance with standards and instructions and revises instructions and time frames as necessary;

Coordinates with Division Supervisors, job priorities and time frames for solid waste, yard waste, or recyclable Driver Collectors and Laborer Extra Driver collection staff as it relates to littering and illegal dumping clean ups;

Provides input on the creation of informational flyers and message panels used to inform the public about littering and illegal dumping collection programs;

Provides customers information by responding to requests and inquiries concerning programs, policies, procedures, time lines, solid waste, yard waste, or recyclable data generation, analysis and reports;

Represents, as required, Division in Public Services projects, including neighborhood clean-ups, presentations to schools, community groups, frontline solid waste staff, and at other public meetings on

all solid waste, yard waste and recyclable collection programs, and staffs educational displays at various locations throughout the City;
Adheres to all (OSHA) Occupational Safety Health Administration Rules and Regulations including the wearing of all designated safety equipment required by the City of Cedar Rapids Solid Waste and Recycling Division;
Prepares reports and keeps records as required;
Attends staff meetings, conferences and workshops, as required;
Performs all work duties and activities in accordance with City, State and Federal policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required;

Required Knowledge and Abilities

Thorough knowledge of current applicable federal, state and local laws, rules and regulations for environmental compliance of solid waste, yard waste and recyclables collection activities and littering and illegal dumping procedures;
Thorough knowledge of the principals and practices of solid waste, yard waste and recyclables collection operations and programs;
Thorough knowledge of the methods and techniques of solid waste and yard waste collection and disposal and recycling collection and separation;
Thorough knowledge of the operation of tools and equipment used in the collection, transportation and disposal of solid waste, yard waste, other organics and recyclables including side loading, side loading co-collection, side loading fully automated, side loading semi-automated, rear loading, rear loading co-collection, single or tandem axle garbage packer or recycling truck, 1-ton truck or hook lift roll off truck and all their mechanisms for loading and unloading;
Good knowledge of the transportation of hazardous materials, their handling and containment;
Good knowledge of the operating and maintenance requirements of solid waste, yard waste and recycling collection equipment and tools;
Thorough knowledge of public relations principles, practices and techniques in order to interact with the public and successfully resolve difficult situations;
Ability to work under general supervision of either the Division's Superintendent and/or Operations Manager and to understand and follow detailed oral and written instructions or directives received from the Solid Waste and Recycling Division's Office;
Ability to demonstrate self initiative in work tasks and exercise sound and rational independent judgment in carrying out required daily duties and activities;
Acquired knowledge of City Geography;
Ability to work cooperatively, communicate effectively and establish and maintain effective working relationships with the Solid Waste and Recycling Division's Superintendent, Supervisors, Administrative Assistants, Driver Collector I and II and Laborer Extra Drivers as well as other City employees, State and local elected officials, professional consultants, contractors, subcontractors, maintenance personnel, vehicle operators, property owners, tenants, landlords, Neighborhood Association representatives and the general public both orally and in writing, using both technical and non-technical language to accomplish job responsibilities;
Possess excellent organizational skills to ensure timely completion of work tasks and meet deadlines;
Ability to prepare accurate and reliable reports using both technical and non-technical language containing findings, recommendations and conclusions;
Ability to lift, carry and load awkward size and heavy (40 lbs.) objects, bags or containers;
Ability and proficiency in operating a personal computer using program applications appropriate to assigned duties and responsibilities;

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

Ingenuity and inventiveness in the performance of assigned tasks;

Acceptable Experience and Training

Graduation from High School, or a GED; and

Considerable experience in solid waste, yard waste and recyclables collection operations; and at a minimum between one (1) and three (3) years of experience performing littering and illegal dumping work and continued competency in duties performed and use of required equipment; or

Any equivalent combination of experience and training, which provides the knowledge and abilities necessary to perform the work;

Required Special Qualifications

Valid State of Iowa Commercial Drivers License (Class B) with air brake endorsements and valid Medical Examiners Certificate.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to review written correspondence, read reports and related material, trade journals, publications, technical documents, in both electronic and hard copy form, make field inspections of Littering and illegal dumping and solid waste, yard waste and recyclable collection activities and understand and interpret regulatory guidelines and operate equipment and tools;

Sufficient manual dexterity and strength, which permits the employee to perform at a level which meets the physical demand rating for the job, operate required vehicles for littering and illegal dumping operations, computerized equipment, other office equipment, produce handwritten materials and notations, use hand and power tools and make field inspections;

Sufficient personal mobility, which permits the employee to make field inspections, visit various sites both easily accessible and which may require climbing to access, move and collect littering and illegal dumping material, operate and inspect required equipment used to perform abatement clean ups, react quickly when working around equipment and operate equipment and hand and power tools.