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| CITY OF CEDAR RAPIDS POSITION PROFILE | JOB CODE #/TITLE: AF154 Solid Waste Abatement Officer |
| POSITION #/TITLE: 2557 Solid Waste Abatement Officer | Adopted: 07-09 |
| | Revised: 03-16 |

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| POSITION DESCRIPTION |
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| 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) | |

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| General Statement of Duties |
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Provides investigative and technical services to ensure that residential, public and as requested commercial properties are maintained in conformance with the City's solid waste and recycling and nuisance ordinances and other related city and state codes. Performs related work as required.

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| Distinguishing Features of the Class |
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Works under general supervision and exercises discretionary authority in making decisions concerning solid waste abatements and solid waste violations and code compliance. Lead duties may be exercised over the work of Solid Waste and Recycling Driver Collectors and Laborer Extra Driver employees, when required.

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| Examples of Essential Work (Illustrative Only) |
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Assumes primary responsibility for the enforcement of the Cedar Rapids Municipal Code Chapter 24 and specific provisions of Chapter 22 and 29;

Conducts daily inspections of City right of ways, alleys and private property to ensure compliance with the City's Municipal Code governing Solid Waste, Yard Waste, Recycling and Nuisances;

Responds to complaints concerning solid waste and nuisances on public or private property received from the public, other property owners, tenants, landlords, Neighborhood Association representatives, City Council Members and other City staff;

Investigates and inspects the public or private property in question for validity of the complaint;

Photographs violations, uses GIS and other maps to identify property parcels, obtains property deed information from Assessors Office via computer and in person and uses the information to prepare correspondence and violation notices which are issued to property owners whose properties are in violation of City Code and identifying when solid waste nuisance must be abated;

Maintains precise and accurate daily manual and computerized records of properties in violation of the City's Solid Waste and Nuisance Ordinances;

Discusses solid waste nuisance violations with property owners and explains solid waste abatement codes and advises property owner on how compliance may be obtained;

Re-inspects public or private property to check for compliance;
 Ensures that yard waste, garbage and recyclables are collected separately from each other in adherence to City, State and Federal codes, laws, rules and regulations;
 Provides information to the public, Neighborhood Association Representatives, Members of City Council and other City staff concerning programs, policies, procedures, timelines, solid waste, yard waste, or recyclable data generation, analysis and reports and guidelines and course of action to manage solid waste abatements;
 Posts Notices of Solid Waste Abatement Hearings on private property owner's homes informing them of the date and time of their required Abatement Hearing;
 Attends and testifies at bi-weekly Solid Waste Abatement Hearing Examiner hearings held within the city and when required, at Civil Court regarding Ordinance violations;
 Prepares Civil Citations for serious Solid Waste Abatements, as necessary, and attends and testifies in court in order to obtain compliance with City Municipal codes;
 Prepares monthly, yearly and special reports regarding Solid Waste Abatements 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;
 Drives and operates, as required, the various pieces of equipment in the Solid Waste and Recycling Division including their mechanisms for loading and unloading to ensure timely collection of Solid Waste Abatements;
 Monitors completion of job assignments to ensure compliance with standards and instructions and revises instructions and time frames as necessary;
 Establishes, as required, job priorities and time frames for solid waste, yard waste, or recyclable Driver Collectors and Laborer Extra Driver collection staff as it relates to solid waste abatements;
 Provides input in the preparation of specifications for new vehicles, truck bodies and equipment purchases;
 Provides input on the creation of informational flyers and message panels used to inform the public about solid waste nuisance abatements;
 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;
 Attends staff meetings, conferences, workshops and training 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;

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| Required Knowledge and Abilities |
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Considerable 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 nuisance abatement procedures;
 Considerable knowledge of the methods and techniques of solid waste and yard waste collection and disposal and recycling collection and separation;
 Knowledge of the operation of tools and equipment used in the collection, transportation and disposal of solid waste, yard waste, other organics and recyclables;
 Good knowledge of the transportation of hazardous materials, their handling and containment;
 Good knowledge of vehicle towing and recovery techniques;
 Knowledge of public relations principles, practices and techniques in order to interact with the public and successfully resolve difficult situations;
 Acquired knowledge of City Geography;
 Ability to read and interpret environmental regulations;
 Ability to maintain confidential records;

Ability to train, assign and motivate the work of solid waste, yard waste or recyclables Driver Collectors and Laborer Extra Driver employees as it relates to solid waste nuisance abatements;

Ability to work cooperatively, communicate effectively and establish and maintain effective working relationships with the City's Code Enforcement Division, other city Departments or Divisions, Linn County Sheriff and Linn County Health Department concerning nuisance abatements, 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 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 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, including experience performing solid waste nuisance abatement 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 Nuisances 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 Solid Waste abatements 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 and stooping to access, move and collect Solid Waste abatement 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.