

Position Code: 4100	FLSA Status: Non-exempt
Pay Code: 3	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to inspect refuse collection and disposal areas and enforce related ordinances. The class is responsible for driving to refuse collection areas, inspecting sites, communicating with citizens, enforcing ordinances, investigating complaints, and prepare reports. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Drives to refuse collection and disposal areas using City vehicles in order to ensure compliance with ordinances.
- Inspects collection and disposal area to determine any corrective action to be taken for such violations as unauthorized dumping or hazardous materials.
- Communicates with citizens for explaining and enforcing regulations and codes.
- Investigates accidents and related complaints in order to make problem-solving decisions.
- Prepares and maintains investigation reports, records, and other documentation such as correspondence.
- Assesses, replaces, and/or repairs damaged property.
- Performs related tasks as necessary such as researching ordinances and property information.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Performs basic addition and subtraction, such as making change or measuring.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs specialized technical or entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices and uses a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in refuse collection, code enforcement, or a closely related field.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of one year of related, full-time equivalent experience.

City of Chesapeake

Class Title: Waste Management Inspector

**Special Certifications
and Licenses**

Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.