

PLEASE POST FOR ALL APPLICANTS TO READ
Macon Bibb County Government

POST DATES: 05/22/2017 – Until Filled

EEOC CODE:

CLASS CODE:

CLASSIFICATION TITLE: Solid Waste Inspector

JOB CLASS (GRADE): 6

HOURLY RATE: \$13.66

LOCATION: Solid Waste/SW & Recycling Admin.

WORK HOURS: 8:00 AM – 4:30 PM

DEPT. HEAD: Kevin Barkley

WORK WEEK: Mon. – Fri.

(X) REPLACEMENT () NEW REQUIREMENT

JOB SUMMARY:

The Solid Waste Inspector is responsible for enforcing the County's Sanitation Code and Weed Ordinance.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Receives service requests or complaints concerning weed ordinance, sanitation, or related violations.
2. Investigates complaints by making property inspections, photographing violations, determining extent of compliance or noncompliance with applicable codes, contacting violator, and issuing warnings or citations as needed.
3. Ensures that downtown streets and sidewalks are cleaned daily.
4. Inspects vacant lots for compliance with the weed ordinance.
5. Conducts research to determine property owners and addresses.
6. Appears in Court as needed.
7. Prepares reports of all Solid Waste Inspection Work Activities.
8. Ability to be on-call 24-7 and required to respond during emergencies.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Solid Waste Inspector must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of the principles, practices, and procedures applicable to enforcement of sanitation code.
- Knowledge of the streets and other geographic locations of the City.
- Knowledge of personal computers and relevant programs.
- Ability to maintain effective working relationships with fellow employees and with members of the general public.
- Ability to analyze situations carefully, think rationally, communicate effectively and use tact in dealing with people.
- Ability to supervise, counsel, evaluate, and discipline employees.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

Qualified candidates will have a High School Diploma or GED; one (1) year of experience in field inspectional work with prior supervisory experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS:

- Must possess a valid Georgia Driver's License.
- Must pass a vision test for night driving.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

None.

TRAVEL:

The Solid Waste Inspector will be required to travel to meetings throughout Macon-Bibb County as necessary.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, co-workers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light-to-medium demands with intermittent sitting, standing, walking, computer use, and occasional lifting of objects up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires work both in an office and in the field. Incumbent occasionally works in outside weather conditions; works near moving mechanical parts and in high, precarious places; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at www.maconbibb.us. Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER