

## **JOB DESCRIPTION**

**JOB TITLE:** Compliance Officer  
**STATUS:** Nonexempt, Part-time

**DEPARTMENT:** Recycling/Solid Waste  
**DEPARTMENT #:** 140

**GENERAL SUMMARY:** The incumbent of this classification performs a variety of compliance, investigative, and enforcement activities for the Recycling/Solid Waste Department. The position of Compliance Officer is responsible for implementing and enforcing the Lawrence County Municipal Waste Management Ordinance, accompanying Rules and Regulations, and Department policies/procedures. The Compliance Officer conducts investigations, issues citations and ensures that waste flow control practices are in accordance with the Lawrence County Solid Waste Management Plan. This officer will also be responsible for educating the public and private sector as to proper solid waste management practices and recycling opportunities as well as provide assistance with various projects such as illegal dumpsite cleanups. The work is performed independently.

**SUPERVISION RECEIVED AND EXERCISED:** Receives direction from the Recycling/Solid Waste Director and Assistant Director.

### **ESSENTIAL JOB FUNCTIONS:**

- Enforce ordinance and rules & regulations as well as answer related correspondence.
- Monitor regulated activities for compliance and investigate complaints/alleged violations.
- Follow proper procedure and policies when investigating and enforcing violations.
- Forward complaints or violations not enforceable by the county to appropriate local, state, or federal responsible entity.
- Issue citations, warnings, and prosecute violators according to policies and procedures.
- Complete reports, maintain records, reply to correspondence, prepare evidence and other legal documents needed to support enforcement actions.
- Present testimony during legal proceedings resulting from investigations on behalf of the Recycling/Solid Waste Department.
- Educate violators of proper solid waste management practices and encourage waste reduction, reuse and recycling when appropriate.
- Promote positive image and establish rapport with waste haulers, local, county & state officials, magisterial district judges, landfill managers and the general public.
- Conduct routine visits to illegal dump sites, county utilized disposal facilities, county sponsored recycling drop-off sites, municipal officials and related solid waste businesses in order to maintain compliance and establish good working relationships.
- Attend meetings, seminars and training sessions as required related to solid waste management, recycling and law enforcement.
- Routinely report to and keep updated the Director on all duties performed.
- Make recommendations or suggestions to the Director in regard to any rules, regulations, requirements or standards.
- Regularly monitor sites and obtain evidence using cameras and other equipment. Verifies information obtained to establish accuracy and authenticity of facts and evidence.
- Maintain cameras and equipment used in the enforcement program.
- Administer other programs as developed or required by law and perform all other assignments or tasks as assigned.
- Act as liaison between the Department, municipal officials, and groups conducting cleanup activities in Lawrence County. Actively work with Tri-County CleanWays, the local Keep Pennsylvania Beautiful affiliate on illegal dumping and littering related projects.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of compliance, investigation, enforcement, and courtroom practices and procedures.
- Knowledge of applicable state and local statutes and regulations related to solid waste and recycling OR the ability to readily acquire good knowledge of statutes and regulations.
- Knowledge of office practices, procedures and management.
- Skill in typing accurately and at a reasonable working rate of speed.
- Skill in the use of a personal computer and the following programs including, but not limited to, Microsoft Word, Excel, Publisher, PowerPoint, and Access.
- Skill in operating a large variety of office equipment.
- Ability to maintain confidentiality.
- Ability to communicate and establish and maintain effective courteous professional relationships with other employees, public officials and the general public.
- Ability to effectively and diplomatically deal with difficult people.
- Ability to hear and speak well.
- Ability to learn in a timely manner.
- Ability to read and use maps.
- Ability to see well enough to use computer, read, observe violations, etc.
- Ability to lift/move heavy items.
- Ability to climb rough terrain, and bend and crawl under vehicles.
- Ability to drive a variety of non-commercial vehicles.
- Ability to read and understand legal documents and technical journals.
- Ability to express ideas effectively, both orally and in writing.
- Ability to travel short and long distances and work unusual hours and days, as required.
- Ability to work effectively both independently and as part of a team.
- Must be physically able to withstand adverse environmental conditions, such as walking great distances, rugged terrain, heat, cold, dust, fumes, noise, or wetness.

**MINIMUM JOB REQUIREMENTS:**

Experience in law enforcement, code enforcement, regulatory compliance, or a comparable position is preferred but not required.

Must be a high school graduate or equivalent. Higher education is desirable, but not necessary.

Must have a valid PA driver's license.

Will be required to obtain Criminal Justice Information Services training certification and maintain the certification annually.

**WORKING CONDITIONS:**

- Work is performed in a typical interior/office work environment and outdoors.
- Physical activity, which may involve climbing rough terrain and being outdoors in all seasons and weather conditions.
- Occasionally requires physical effort including lifting upwards of 70 pounds.
- May be required to sit, stand, or walk for extended periods of time.
- Regular local travel. Occasionally overnight stays.
- Exposure to computer screens.
- Exposure to physical hazards such as broken glass, nails, sharp edges, chemicals, needles, etc.

*The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.*

## **Lawrence-Mercer Counties Recycling/Solid Waste Department Compliance Officer**

### Supplemental Job Information

The position is responsible for all aspects of implementing and enforcing the Lawrence County Municipal Waste Management Ordinance and Rules and Regulations. There is a future possibility that the incumbent of this position will be required to perform the same responsibilities in Mercer County as well.

The incumbent will be required to become knowledgeable of municipal waste, recycling, and environmental laws, practices, technologies, procedures, issues, etc.

This position requires and regularly involves the following:

- Physical Exertion – In addition to our own programming, the Department works with a variety of nonprofit and related agencies on the cleanup of illegally dumped materials and collections for hard-to-dispose materials. This includes moving and lifting heavy items such as tires, appliances, and televisions.

Job responsibilities also require the ability to walk and climb over rough terrain in all weather conditions to investigate complaints about open dumping.

- Weekend and Evening Work – Most special projects, such as cleanups and recycling events, occur on weekends, and we regularly conduct a variety of public educational activities on workweek evenings. This is done to accommodate the people, organizations, agencies, etc., that we serve. Participation may occasionally be required.
- Confidence with Public Speaking – The Department conducts presentations, meetings, and trainings at the local, state, and infrequently, national levels. In addition, the incumbent must be comfortable in a court room setting as we pursue enforcement activities and work with local police on scattering rubbish/open dumping violations.
- Travel – Mostly day trips. Some overnights.
- Independent Project Management, Adaptability, and the Ability to Multitask Efficiently – As this is a small office, the position requires a great deal of independent responsibility. The incumbent will be responsible to identify and develop program ideas from start to finish, including plans, manage multiple projects simultaneously, and stay current with new Commonwealth directives.
- Computer & Software Proficiency – The Recycling/Solid Waste Department is virtually 100% electronic. Communications, scheduling, document creation, etc. are all done electronically. Most work is done with Microsoft Office: Outlook, Publisher, Excel, PowerPoint, and Word. Other programs are occasionally used as the situations may dictate.
- Excellent People Skills – Professionally networks and develops contacts and working relationships with representatives of various agencies, civic and nonprofit organizations, and school districts. Also recruits, manages, and directs volunteers to help with special projects.

### Pay Rate and Schedule

The rate of pay is \$19/hour and the incumbent may work up to 30 hours/week. The part-time nature of this position offers the incumbent the ability to set and adjust their own schedule with the approval of the Director and Assistant Director. Court hearings, meetings, recycling events, and other responsibilities that require participation must be attended.