



JOB DESCRIPTION

Environmental Programs Specialist

Date Prepared: July, 2016

SUMMARY: Under general supervision, enforces the City's sanitation and business license ordinances, including contracted refuse and recyclable collection; applicable maintenance ordinances; performs related duties, as required.

ESSENTIAL FUNCTIONS: - *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Accept and respond to citizen complaints; conduct interviews and field investigations; monitor violations and ensure corrections; issue notices of violation, administrative or court citations to obtain compliance; complete reports and correspondence; produce photos and records of violations for court evidence.
- Inspect residential and commercial properties to determine occupancy, service levels, and mandatory sanitation service requirement.
- Administer the Adopt a Street Program; solicit participants; order signs; assist in determining sign placement; arrange for the disposal of collected rubbish; order and ensure needed supplies for scheduled clean up; and maintain various records.
- Maintain automated records systems; solid waste documentation; and verify automated systems to ensure the accuracy of accounts/billing.
- Coordinate logistics of the Community Cleanup Day event; solicit event sponsors and volunteers; purchase supplies; distribute and collect supplies to and from volunteers; locate areas to be cleaned; design site maps; determine placement of trash roll offs for the disposal of collected trash for events.
- Direct employees, volunteers, and/or court-appointed sentence workers in relation to removal of trash/debris on public or private property.
- Attend public outreach events and educate the public with regard to City services.
- Review business license applications for required sanitation service and sewer unit determination.
- Update and maintain computer records.
- Review building plans for compliance with City codes regarding trash enclosure and related considerations.
- Maintain confidentiality of work-related issues and City information; perform other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent supplemented by 60 college semester units AND two years code enforcement and waste management operations experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Penal codes.
- Health and safety codes.
- City ordinances regarding sanitation, nuisances, and business licensing.
- Principles and practices of waste management.
- Public education and information techniques and practices.
- Principles and practice of project management.

Skill in:

- Using initiative, discretion, and judgment within established procedures guidelines and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal codes, laws and regulations regarding solid waste management and business licensing.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating heavy motorized vehicles.
- Using hand tools.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, businesses, contractors, schools, external public and private agencies and the general public.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid California class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- State 832 POST certification Type 1.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office, warehouse or outdoor work environment. May be required to use a stair step system. May be required to perform frequent bending, twisting and stooping motions. May be required to lift and carry items weighing up to 100 pounds. May be exposed to dust, extreme noise levels, dangerous machinery, and extreme weather conditions, Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Personnel Officer

Date