

## Municipal Waste Inspector I

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### **DEFINITION**

This is inspection work to ensure that waste removal contractors adhere to the terms of their contracts. **A significant aspect of the work involves problem solving with large-scale residential and industrial users including amending pick-up schedules, improving on-site storage and handling procedures, etc.**

Under the supervision of a **Municipal Waste Inspector II**, employees in this class monitor the work of contractors involved in residential/recycling refuse collection to ensure that work is being done within contract specifications. Responsibilities include setting up new contracts and monitoring existing trade waste collection contracts.

After initial training, employees will work independently referring the more difficult problems to their supervisors.

### **TYPICAL DUTIES\***

Monitors work performed by contractors who have been awarded a residential refuse collection contract or recycling contract.

Performs daily checks of areas within their jurisdiction.

Inspects waste collection and disposal activities.

Investigates all public complaints and refers to contractor. Discusses changes in service schedules, storage, etc. to improve services and resolve complaints.

Codes and logs complaints.

Ensures any damages are rectified.

Performs annual house counts.

Ensures adherence to time of collection, equipment used, maintenance of equipment and the Solid Wastes Bylaw.

Documents any breach of tender agreements.

Monitors trade waste costs, prepares and negotiates contracts.

Updates computer records of trade waste customers.

Prepares information reports.

Attends meetings with supervisor and representatives from contractor.

Performs related duties as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of investigation techniques and practices.

Considerable Knowledge of refuse collection procedures and the Solid Waste Bylaw.

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**Municipal Waste Inspector I**

Geographical knowledge of the City.

Ability to deal effectively with the public, contractors and other civic departments.

Ability to accurately complete required documentation.

Ability to understand and execute oral and written instructions.

**TRAINING AND EXPERIENCE REQUIREMENTS****Job Level**

Completion of the twelfth school grade and two years of progressively responsible experience in refuse collection and/or inspection work, along with the ability to deal with the public, maintain records and write reports. Applicants must possess a Class 5 Alberta Drivers License.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0007			
Last Updated:	2000-12			
Previous Updates:				
Originated:				