

Municipal Waste Inspector II

DEFINITION

This is supervisory work in coordinating and scheduling the work of three or more Municipal waste Inspectors I in ensuring residential refuse collection and recycling contractors are adhering to contract specifications and work is performed in an acceptable manner and at an appropriate service level. A significant aspect of the work involves improving service delivery and resolving field problems.

Work of this class involves supervising the work of Municipal Waste Inspectors I engaged in the inspection of refuse collection activities. The incumbent may be involved in actual inspections. Responsibilities include preparing administrative procedures, assisting in the preparation of budgets, forecasts and reports, attending meetings, coordinating the annual house count, preparing correspondence and recommending disciplinary action. Work is checked on a daily basis through verbal discussion and complaints investigated.

TYPICAL DUTIES*

- Supervises, coordinates and schedules the work of the unit.
- Prepares administrative procedures.
- Monitors trade waste contracts and yardage checks.
- Interviews for vacant positions.
- Trains employees.
- Assists in budget preparations and forecasts.
- Attends meetings.
- Coordinates annual house count.
- Assists in the preparation of annual report.
- Recommends disciplinary action.
- Monitors work performed by contractors.
- May perform daily checks on contractors.
- Investigates complaints and resolves complex field problems.
- Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

- Extensive knowledge of recycling and refuse collection procedures, policies and procedures.
- Considerable knowledge of investigation techniques and practices.
- Ability to prepare and execute oral and written instructions.
- Ability to assess costs and prepare reports.
- Knowledge of Occupational Health and Safety regulations.

Ability to supervise.

Good oral and written communication skills.

Ability to plan and schedule.

Knowledge of PC applications and programs.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Grade 12 and four years of progressively responsible experience in solid waste collection and disposal and municipal waste inspection including supervisory experience. Applicants must have the ability to deal with the public and to maintain records and write reports, along with Level I foremanship training or equivalent. Incumbents must successfully complete "Leading People for Results" on appointment. A valid Class 5 Alberta Driver's License is required.

** 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 | 0008 | | | |
| Last Updated: | 2000-12 | | | |
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