

CITY OF GLENDALE

TITLE:	Sanitation Inspector	CLASS CODE:	827
REPORTS TO:	Sanitation Supervisor	GRADE:	19
DEPARTMENT:	Field operations	FLSA:	N
JOB SPECIFICATION DATE: February 29, 2008rht			

JOB SUMMARY

Performs a variety of technical and field inspection work to monitor compliance with sanitation and recycling rules and regulations; performs public contact work; investigates and resolves citizen complaints; provides information and answers questions; assists with a variety of solid waste programs.

ESSENTIAL FUNCTIONS

1. Receives and investigates complaints regarding either sanitation service, loose trash, recycling service or unsanitary conditions in residences, streets, alleys, parkways, businesses or adjacent areas.
2. Explains services provided, rules and regulations regarding either sanitation service, loose trash or recycling service, proper use, care and placement of containers, and resolves related complaints.
3. Inspects sanitation routes and recycling routes for violation of sanitation, loose trash, or recycling rules and regulations.
4. Monitors, documents, and enforces refuse and recycling or loose trash collection.
5. Provides information on collection schedules, container placement and related items to developers of new subdivisions and new residents, current residents, contractors, architects and others.
6. Assists in conducting public education and outreach programs.
7. Meets with crews to discuss problems and complaints and follows up with residents.
8. Maintains inspection records, prepares route maps, prepares activity reports and delivers supplies to crews.
9. Delivers notices to sanitation customers and assists substitute drivers with route information.
10. Assists in planning and developing refuse and recycling collection schedules and routes in new areas.
11. May deliver 90 gallon containers to new residents and to residents purchasing additional containers, makes repairs to containers.
12. Operates a two-way radio to receive and dispatch information.
13. Reads Blueprints, site plans and maps for routing purposes.
14. May provide lead supervision over crews in absence of crew leader and/or supervisor.
15. Updates changes, maps, address corrections and related information.
16. Maintains master list of 90 gallon container locations where applicable.

SECONDARY FUNCTIONS

17. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Sanitation, recycling or loose trash rules and regulations
- Geography of the city
- Report preparation and business letter writing
- Safe work practices

Skills in:

Computers
Two-way radios
Problem-solving

Ability to:

Learn the city organization and services provided
Operate computers for data entry
Communicate effectively verbally and in writing
Maintain records and prepare activity reports
Interpret and explain policies, rules and regulations
Establish and maintain effective working relationships with work crews, sanitation customers, recycling customers, and the general public
Fill out accident reports
Read blueprints, site plans, maps

WORKING CONDITIONS

Exposure to weather conditions; requires moderate to heavy lifting, walking, bending, stooping, and considerable driving.

MINIMUM QUALIFICATIONS

High school education and one year experience in public contact work, preferably in municipal services. Preference will be given to applicants with one year of college. Previous work experience investigating and resolving complaints is desirable.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license.

Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale Substance Abuse policy.