

WASHINGTON COUNTY
Job Description
JOB TITLE: Environmental Enforcement Officer

Exempt (Y/N): No

DEPARTMENT: Environmental Affairs & Recycling

DATE UPDATED: September 2013

SUPERVISOR: Environmental Affairs Director

POSITION'S PHYSICAL LOCATION: Based out of the County Maintenance and Operations Building. Duties of the job require traveling throughout the county.

SUMMARY:

Under the general direction of the Environmental Affairs & Recycling Director, the Environmental Enforcement Officer is responsible for investigating environmental complaints within the County. This individual will enforce state and county environmental laws and regulations. This position is responsible for the investigation and mitigation of environmental complaints as well as inspecting County property and projects for compliance with state stormwater regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Respond to complaints which originate from the general public or other County departments regarding solid waste issues. Investigate, resolve, and report each case in a timely and efficient manner.
2. Investigate solid waste complaints to include visiting and photographing site, gathering evidence, locating perpetrator, and notifying all concerned of legal ramifications and requirements to avoid prosecution. Assess violations and determine when to file criminal complaints against individuals and/or companies with Prosecuting Attorney.
3. Maintain database of solid waste complaints. Includes tracking all cases and generating reports.
4. Conduct inspections of County Road Department projects and properties to ensure compliance with the Arkansas Department of Environmental Quality's stormwater regulations.
5. Assist Environmental Affairs Director and Road Department Assistant Superintendent with administrative aspects of stormwater program including writing Notices of Intent and Stormwater Pollution Prevention Plans.
6. Inspect stormwater outfalls in the municipal separate storm sewer systems of the County for illicit discharge. In the occurrence of an illicit discharge, locating and eliminating the source and notifying all concerned of legal ramifications and requirements.

7. Respond to requests from other agencies in a timely and efficient manner.
8. Appear in court to present evidence on prosecutions of solid waste cases, as required.
9. Represent the County in a professional manner and cooperate with other agencies at all times.
10. Assist Environmental Affairs Director with various aspects of County and community cleanup events.
11. Assist Recycling Truck Driver with roadside illegal dump cleanup and sharps program.
12. Answer complaints and questions concerning Washington County ordinance 2003-37. Process and file all paperwork concerning the ordinances and fax to appropriate financial institute, Title Company or any other party requested.
13. Work in Household Hazardous Waste Drop-off Facility when needed. This includes working with customers on a one-on-one basis, determining what chemical and other items can be accepted, proper sorting of materials, handling money, and issuing receipts.
14. Other duties as assigned.

FISCAL RESPONSIBILITY:

This position is not responsible for an annual budget. This employee will occasionally fill in for the Household Hazardous Waste Drop-off attendant. In these instances, the employee will be responsible for handling cash, making change, and accurately recording the transaction in the appropriate receipt book.

SUPERVISORY RESPONSIBILITIES:

This position does not supervise other employees.

Education:

High School Diploma or GED is required. Must become trained as a stormwater inspector and licensed by the State as an Illegal Dumps Control Officer within the first year of employment. Certification and license maintained through ongoing education.

General Experience:

At least one year experience in law enforcement or environmental regulations is preferred but not required.

WORK SKILLS

Analytical Ability/Problem Solving:

This position requires activities with slight variation using a definite set of processes or directions with some degree of supervision. Situations generally fall within established

procedures; however, some situations require unsupervised decision making and problem solving.

Planning:

This employee has limited responsibility with regard to general assignments in planning time, method, manner, or sequence of performance of own work operations.

Decision Making:

This employee performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; either of which would affect the work operations of small organizational component and the organization's clientele.

Supervision Received:

This position functions under the direction of a definite objective where the employee plans and arranges own work, only referring unusual cases to the supervisor.

Accuracy:

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation and cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

Communication Skills:

This employee must possess the ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; and ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public, and other employees of the organization.

Mathematical Skills:

This employee must have the ability to add, subtract, multiply, and divide numbers and perform these skills using money and other forms of measurement.

Critical Thinking Skills:

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

Mental Demand:

This position requires moderate mental demand.

Certificates, Licenses, Registrations:

This employee must be a certified stormwater inspector and licensed Illegal Dumps Control Officer. If the employee does not hold these certifications and licenses upon hiring, he or she

will be required to obtain certification within the first year of employment. Certification and license will be maintained through ongoing education.

Public Contact:

This employee has regular contact with patrons where the contacts are initiated by the employee. This involves both furnishing and obtaining information and also attempting to influence the decisions of those persons contacted.

Employee Contact:

Contact occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present, or discuss data, but only as it pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

Use of Machines, Equipment, and/or Computers:

Regular use of a desktop and software, specialized software, forklift, 4-wheel drive vehicle, and truck and trailer is required for this position. No CDL is required for this position.

Software Skills Required:

This position requires basic skills in alphanumeric data entry, database, spreadsheets, and word processing.

Physical Activities:

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to walk and sit.

Weight Lifted:

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds.

Vision Requirements:

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Environmental Conditions:

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, fumes or airborne particles, or explosives. This employee is regularly exposed to outside weather conditions.

Noise Level:

The noise level in the work environment is usually moderate.

OTHER SKILLS and ABILITIES:

The employee should possess excellent judgment skills. Good communication and human relation skills are necessary as there is extensive contact within and outside the County, often under adverse conditions.