

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

LICENSE INSPECTOR/SOLID WASTE OFFICER

JOB GRADE: 12

JOB CODE: 327

Department: License Inspection/Solid Waste
Reports To: Commission Chairman
Date: 03/14/2016
FLSA: Non-Exempt
DOT Ref: 209.562.010,168.267-066, 168.267-110

JOB DESCRIPTION

Responsible for enforcement of state and county license and revenue laws, and laws and regulations pertaining to solid waste disposal in the county. Performs inspections and enforcement functions necessary to implement mandatory participation in the county's solid waste collection and disposal system.

ESSENTIAL JOB FUNCTIONS

A. Assure that businesses are properly licensed and that manufactured homes are in compliance with the license tax laws:

1. Verify that valid business licenses have been obtained, using field inspection and computer searches.
2. Notify delinquent businesses to make proper license payment.
3. Perform inspections on transient businesses to verify proper license has been secured.
4. Compare city business license lists to county lists to identify businesses, and conduct follow-up as needed.
5. Conduct manufactured home inspections to assure compliance with Ad Valorem and registration laws.
6. Inform responsible persons of violations discovered and seek voluntary compliance.
7. Follow-up to assure compliance with notices.
8. Initiate legal action to force compliance with relevant laws, including arrest if necessary.
9. Prepare periodic reports detailing activities and maintain records of activity.

B. Serve as solid waste officer to assure that citizens are subscribing to garbage pickup service and to identify and eradicate illegal dumps:

1. Respond to complaints regarding illegal dumps by investigating the complaint, identify landowners, and attempt to identify individuals who are dumping illegally.
2. Inform landowners of the dump and provide an opportunity to clean it up.
3. Identify the location of illegal dumps while conducting field inspections and take appropriate action.
4. Issue citations to all persons, firms, or entities that violate or fail to subscribe to rules and regulations governing solid waste disposal.
5. Post signs indicating possible penalties for illegal dumping in areas prone to dumping.
6. Initiate legal action if landowners do not clean up illegal dumps on their property.
7. Maintain citation files and records.
8. Prepares required reports in accordance with state and county requirements.
9. Presents findings in court cases as required.
10. Coordinate with the company contracting with the county for garbage pick-up regarding service for all county residents.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Code of Alabama as it pertains to revenue collection and licensing and registration of manufactured housing.
- Knowledge of county codes and ordinances.
- Knowledge of the law and regulations pertaining to solid waste disposal and illegal dumping.
- Knowledge of the geography of the county including streets, and highways.
- Ability to convey clear and concise explanations of the laws and regulations pertaining to citizens in a courteous and tactful manner.
- Ability to operate a motor vehicle in a safe manner.
- Ability to deal with irate citizens in a firm but polite manner.
- Ability to read and interpret laws and regulations pertaining to revenue collection and solid waste.
- Ability to operate a computer in order to search and establish databases.
- Ability to keep and maintain records and to write reports.
- Ability to inspect businesses and manufactured homes to determine if the proper licenses are displayed.
- Ability to perform basic arithmetic operations.
- Ability to use and operate office equipment such as a computer, calculator, copy machine, fax machine, telephone system, two-way radio, etc.
- Verbal skills to communicate with department head and public.
- Writing skills to complete routine forms and reports.
- Skill in dealing with people in tense situations and gaining compliance from violators.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- Three (3) years of clerical experience that includes computer use, data entry and filing.
- Must possess and maintain a valid State of Alabama driver's license and a driving record suitable for insurability.
- Current certification as a County Revenue Officer preferred.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.