

## **SOLID WASTE ENFORCEMENT OFFICER Tompkins County**

**Department:** Public Works Apprenticeship  
**Classification:** Competitive  
**Labor Grade:** Blue Collar Grade 13, M(13)  
**Approved:** CA061-94, 7/12/94  
**Revised:** 01/07; 12/2025  
**By:** HB, Deputy Commissioner of Human Resources  
**BBP Risk Factor:** 2

### **MINIMUM QUALIFICATIONS: EITHER:**

- (a) Graduation from regionally accredited or New York State registered two-year college with an Associate's degree **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in recycling, materials management, solid waste operations, code enforcement, or law enforcement; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in recycling, materials management, solid waste operations, code enforcement, or law enforcement; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a) or (b) above.

### **SPECIAL REQUIREMENT**

Must possess a valid New York State Drivers' License at the time of application and maintain such license for the duration of employment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

### **DISTINGUISHING FEATURES OF THE CLASS:**

Conducts field inspections, investigations, and compliance duties related to solid waste, organic waste, and recycling programs and activities, including monitoring compliance with the County's residential, multi-family, commercial, and industrial waste collection and disposal programs. Responds to public inquiries regarding materials management programs and regulations, Pay As You Throw (PAYT), hauler licensing, mandatory recycling, and illegal dumping. Investigates and monitors alleged violations of local solid waste laws. There is a major public awareness and informational component of this position, which requires providing information to the public regarding the department's materials management programs and local solid waste laws. The work is performed under the general supervision of the Department Director or designee with a moderate level of leeway allowed for the use of independent judgment in carrying out work activities. The incumbent provides oversight and enforcement of the local solid waste laws, referred to as Chapter 140 Solid Waste Laws. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Provides written and verbal information to the public on a wide variety of materials management programs and initiatives including recycling, composting, and solid waste law enforcement;
- Conducts public awareness programs on enforcement issues and procedures;

- Investigates reported violations of the Tompkins County Code pertaining to Chapter 140 Solid Waste Laws, secures evidence, interviews witnesses, and maintains surveillance;
- Interprets County Solid Waste local laws for the public;
- Conducts scheduled and random field inspections and investigations at residential, multi-family, commercial, and industrial properties to ensure compliance with solid waste and recycling requirements;
- Prepares applicable records related to solid waste law enforcement and is involved in the investigation and prosecution of such incidences;
- Responds to questions and concerns by the public regarding program compliance and may assist other staff in the development and dissemination of program information materials;
- Compiles statistics on various materials management programs, including quarterly incidence reports, as requested;
- Issues appearance tickets, prepares accusatory instruments and supporting depositions;
- Works with County Attorney, District Attorney staff, and/or outside council regarding court related activities;
- Provide testimony in court when necessary, including presenting evidence, acting as a witness, or providing supporting information.
- Coordinates Solid Waste enforcement activities with law enforcement agencies and local municipalities; and
- Implements and oversees County illegal dumping clean-up activities.

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good general knowledge of overall principles and practices of solid waste and materials management techniques;

Working knowledge and understanding of the basic principles and practices related to recycling, hazardous waste, and general of materials management;

Good verbal and written skills;

Skill in inspection techniques;

Ability to express oneself clearly and concisely, both orally and in writing;

Ability to work effectively with municipalities, law enforcement agencies, business officials, private citizens, community groups, private contractors, and consultants;

Ability to establish and maintain cooperative relationships with the public;

Ability to understand, interpret, and apply regulations and policies;

Good observation skills, good judgment, common sense, integrity, dependability, firmness, deescalation techniques, tact, and courtesy are required; and

The employee's physical condition shall be commensurate with demands of the position.

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