

# **TOMPKINS COUNTY CIVIL SERVICE VACANCY**

## **Inclusion Through Diversity**

### **OPEN TO THE PUBLIC**

**Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526**

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** SOLID WASTE ENFORCEMENT OFFICER

**SALARY:** \$30.95/hr - hire rate/ \$32.58/hr - working rate

**TYPE OF EMPLOYMENT:** Full Time

**ISSUE DATE:** 01/07/26

**THE FINAL DATE TO FILE APPLICATIONS:** 01/29/26

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 01/30/26

**RESIDENCY:** Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

Tompkins County Recycling and Materials Management is currently seeking applicants for a Solid Waste Enforcement Officer. This position will provide oversight and enforcement of the County's local solid waste laws. Work includes providing information to the public, and field work, including inspections, investigations, and monitoring. This position may require periodic flexible work hours for observation and/or court appearances. Please note that this part-time position has a 20-hour work week, and benefits include medical, dental, paid time off, and paid holidays.

**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 counsel 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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## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850