

## **SOLID WASTE COMPLIANCE AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves the responsibility for ensuring the compliance and enforcement of applicable laws related to solid waste collection and recycling. The work is performed under the supervision of the Executive Director, Rockland County Solid Waste Management Authority. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in the coordination of waste collection and disposal activities which includes overseeing waste collection schedules, ensuring segregation and packaging of waste and arranging for its safe transportation and disposal in accordance with regulations;

Monitors, evaluates and performs on-site audits of recycling programs (e.g., Rockland County Sanitary Code – Article XVII) to ensure compliance with applicable local and state laws and rules and federal regulations;

Provides assistance to and collaborates with municipalities, residential complexes, businesses and institutions in developing and implementing compliance strategies to effectively comply with mandatory recycling ordinances and laws;

Reports non-compliant businesses to the Rockland County Department of Health for their enforcement of the Rockland County Sanitary Code;

Assists in the implementation of sustainable waste reduction strategies;

Researches and assists in the implementation of new compliance projects;

Creates and maintains a database of industrial waste generators in the county;

May prepare reports related to recycling and materials management.

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

Good knowledge of the principles and practices of solid waste management, waste reduction, recycling and disposal methods\*; good knowledge of regulatory compliance including assessing, interpreting and enforcing laws, policies, regulations, etc.; working knowledge of federal, state and local laws and regulations pertaining to solid waste management\*; working knowledge of research methods and techniques involved in program development and implementation; ability to communicate effectively both orally and in writing; ability to prepare a variety of reports some of which are statistical in nature; ability to understand and interpret written material; ability to establish and maintain cooperative working relationships to promote public awareness regarding solid waste programs.

### **MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree or higher and one (1) year of experience involved in regulation compliance activities or initiatives\*\*; or
2. An Associate's degree and three (3) years of experience in regulation compliance activities or initiatives\*\*.

(over)

**SPECIAL REQUIREMENT:** Possession of a valid driver's license. The appointing authority shall have the responsibility for the verification of the driver's license which may be checked throughout the course of employment in this title.

\*To be demonstrated during the probationary period.

\*\*Regulation compliance activities or initiatives refer to tasks or efforts undertaken to ensure adherence to legal and regulatory requirements in any industry.