

ENVIRONMENTAL CONTROL OFFICER

DEFINITION OF WORK

Under immediate supervision, performs routine technical work in enforcing the City's environmental ordinances; does related work as required. Supervises leaf collection crews from October to January of each year.

EXAMPLES OF WORK

Investigates and inspects environmental cases to ascertain compliance with pertinent laws and ordinances and when instances of non-compliance are discovered, attempts to secure voluntary conformance or reports case to superior; investigates complaints from various sources pertaining to lot cleaning problems and conditions, and improper storage of yard waste and refuse; assigns and supervises crews in clean-up work; patrols streets and alleys, investigates complaints of abandoned vehicles, arranges for removal and disposition of same; makes inspections of conditions which are alleged to constitute a menace to health or welfare by the unlawful accumulation of debris, rubbish, trash or a dense growth of trees, vines and underbrush on any lot within City limits; if violations are not resolved within a reasonable time period, recommends legal action, prepares summons and appears in court as a witness; prepares periodic reports.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a high school diploma and some experience in codes enforcement and a public health sanitation program.

Knowledge, Skills and Abilities: General knowledge of municipal ordinances governing the health, sanitation and related codes; general knowledge of routine legal procedures as related to the enforcement of laws and ordinances; general knowledge of the geography of the City; ability to establish and maintain effective working relationships with property owners, building contractors, City officials and the general public; ability to enforce ordinances and regulations with firmness, tact and impartiality; computer skills required.

SPECIAL REQUIREMENT

Possession of a valid North Carolina driver's license.