

Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Environmental Services and Land Use Department to fill a vacancy in the following job classification.

Job Classification: Environmental Inspector
Location: LaSalle County

Department: LaSalle County Environmental Services and Land Use Department
119 W Madison St., Room 107
Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Work: Report to work 8:00 am to 4:30 Monday – Friday.

Wage: \$12.25 per hour

Position is: Union

See *Job Description* for Duties, Minimum Qualifications and Physical Demands

Interested persons should apply by sending a completed LaSalle County Employment Application and Resume:

Attn: Brian Gift
Environmental Services and Land Use
119 W Madison St., Room 107
Ottawa, IL 61350

Or email to landuse@lasallecounty.org

POSITION OPEN UNTIL FILLED

LaSalle County

Job Description



Job title: Environmental Inspector

Work Location: 119 West Madison St., Room 107, Ottawa, IL 61356

Division/Department: Environmental Services and Land Use

Reports to: Director of Environmental Services and Land Use

Employment Classifications:

Full-time Part-time
 Exempt Nonexempt
 Salaried Hourly
 Bargaining Unit

Salary Grade: _____

Current Employee holding position is:

Essential Duties and Responsibilities:

The Environmental Inspector is employed by the County but shall work cooperatively with the IEPA under a delegated agreement between the County and the IEPA. The agreement between the IEPA and the County requires a minimum of 100 activities every state fiscal year. These activities include illegal dumping, fly dumping, illegal dump sites, junk yards, permitted active landfills, closed landfills, permitted transfer stations, permitted compost facilities, non-permitted transfer stations, non-permitted compost facilities and miscellaneous solid waste complaints. The inspector will also be responsible for enforcement of the LaSalle County Inoperable Vehicle Ordinance.

- Review County, State, and Federal Statutes, Codes and Ordinances pertaining to solid waste facilities and have a comprehensive understanding of said requirements. Train under and follow the written protocol established by the IEPA and the Director
- Understand, investigate, and implement enforcement procedure under the direction of the IEPA and the Director of the Department.
- Communicate all solid waste complaints, inspections, and correspondence, directives from the IEPA to the Director of the Department
- Maintain organized filing, tracking, and reporting system per IEPA requirements and ensure that said files are accessible for department personnel
- Utilize office and field time in an effective and efficient manner, under the direction of the Director, and submit daily time sheets, pursuant to IEPA requirements
- Follow the IEPA requirement for submitting reports, photos, and all other information necessary under the enforcement grant program (per the IEPA) and per the direction of the Director
- Respond to complaints and generate appropriate paperwork in the IEPA's stipulated time frame.
- Re-inspect and generate appropriate paperwork for cases until compliance is achieved. Re-inspections should be conducted in a timely manner in compliance with IEPA and LaSalle County's time frames.
- Maintain complete confidentiality in all issues pertaining to any solid waste enforcement activity under the delegation agreement specifically; and all office information in general.
- Participate in IEPA requested inspections as requested by the IEPA and the Director.
- Review files and procedures at IEPA Rockford Office and neighboring counties as required.
- Assist in the enforcement of the LaSalle County Inoperable Vehicle Ordinance through written and verbal communication with violators. .
- Assist in the enforcement of the LaSalle County Vacant Building Ordinance when IEPA violations are present.
- Perform Environmental Education Presentations to schools/organizations. These presentations include solid waste/recycling topics.
- Assist the Director in coordinating recycling events and other department programs/events.
- Communicate efficiently, effectively, courteously, and in a professional manner in all situations

- Provide assistance with front office support when necessary.
- Accomplish other tasks as may be assigned from time to time by the Director
- Maintain compliance with all County and Department policies and procedures
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual

Education and/or Work Experience Requirements:

- General knowledge of recycling and solid waste management
- Previous code enforcement or inspection experience preferred
- Associates Degree or Bachelor's Degree in an environmental related field preferred
- High School Diploma required.
- Must possess and maintain valid driver's license.
- Must be able to operate office equipment and proficient with Microsoft office programs.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Attention to detail and accuracy
- Ability to follow direction and work independently
- Team player with willingness to support departmental success

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires sitting (1-3 hrs), standing/walking (5-8 hrs) and may experience frequent standing, walking, lifting, grasping and Repetitive motion - use of the wrists, hands and fingers.

Defined Light Work - May require exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Close visual acuity required to perform activity such as preparing and analyzing data and figures; viewing a computer terminal; as well as operating motor vehicles and the general observations of facilities or structures.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The worker is subject to both environmental conditions; activities occur inside and outside. While performing the duties of this position, the employee is subject to normal consistent temperatures on a regular basis; outdoor work may experience a change in temperature. This position may be subject to hazards such as moving mechanical parts, atmospheric conditions (odors), working in close quarters that could cause claustrophobia and exposure to chemicals. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:

Employee signature:

Date:

Supervisor signature:

Date: