

RUTHERFORD COUNTY, TENNESSEE CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: LITTER COMPLIANCE OFFICER

FLSA STATUS: NON-EXEMPT

SAFETY SENSITIVE: SUBJECT TO RANDOM DRUG AND
BREATH ALCOHOL TESTING

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical work associated with enforcing codes and regulations pertaining to littering, monitoring illegal littering, issuing violation notices, coordinating activities with other agencies, preparing documentation and maintaining records, providing information/assistance to the public, and performing other tasks as assigned. Reports to Correctional Work Center Superintendent.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs various tasks associated with controlling illegal dumping; checks bags of trash on roadsides and at County convenience centers to identify ownership/origin; contacts owners via telephone and/or written notification.

Issues litter violation notices or letters citing specific violations; presents or forwards notices to persons responsible for violations; provides notice of timeframe for correction of the issue.

Performs follow up on locations resulting in litter violation(s) within two business days' notice to ensure proper cleanup has occurred and persons in violation are in compliance.

Participates in court proceedings; submits signed violation notices to court officer to be sworn for court summons; prepares material for court prosecution due to notifications; appears in court as complainant or witness as appropriate.

Inspects roadside areas to identify litter conditions.

Notifies supervisor or areas in needed of litter cleanup, project location, and necessary material needed for litter collection activities.

Coordinates activities with other departments as requested.

Operates a variety of standard and specialized equipment and tools; includes a flashlight, fire extinguisher, measuring devices, photographic equipment, telephone, hand tools, audio/visual equipment, computer, fax, scanner and other general office equipment.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure the safety of the employee, citizens, and others.

Rutherford County, Tennessee • Litter Compliance Officer

Maintains awareness of security/safety of surroundings and exhibits appropriate level of caution while responding to complaints, conducting inspections, serving notices, or conducting work activities.

Communicates via telephone or radio.

Prepares or completes various forms, reports, correspondence, summons or other documents as required to complete job duties.

Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Answers incoming telephone calls; provides information, guidance and assistance; records/relays messages or directs calls to appropriate personnel; returns calls as necessary; responds to requests for service or assistance.

Creates/maintains positive public relations, educating the public on laws surrounding litter compliance.

Communicates with supervisor, employees, other departments, county officials, court personnel, the public, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Completes, distributes, and relays monthly report on litter activity to the Public Safety Committee.

Maintains daily logs, records of complaints, and supplemental reports with photographs or videos to ensure accurate records.

Responds to citizen and other county employee complaints on trash that has been illegally dumped.

Accounts for daily work hours by using time keeping system, log of calls and log of areas of observation.

Completes work as location(s) as assigned by supervisor.

Works hours as scheduled.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by 6 months previous experience and/or training involving enforcement of litter; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert heavy physical effort in medium work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, traffic hazards, bright/dim light, toxic agents, violence, disease, or pathogenic substances.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Surface: asphalt, gravel, tile, concrete, dirt, metal grates

Estimated Total Hours: 5.0 **Maximum Continuous Time:** 30 minutes

2. SITTING

Estimated Total Hours: 2.0 **Maximum Continuous Time:** 20 minutes

3. LIFTING/CARRYING

Objects: Litter to include bagged garbage/debris, tires, articles disposed us on roads, ditches, etc.

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs	X				
26-50 lbs			X		
51-75 lbs				X	
76-100 lbs				X	
>100 lbs				X	

4. PUSHING/PULLING

Objects: Materials disposed of on roads, ditches, waterways, etc

5. CLIMBING

Tasks: retrieving items from top shelf in the storage room, going up/down embankments

Device: Ladder

Height: 9 feet from ground

Frequency: Occasionally

6. BENDING/SQUATTING/KNEELING

Tasks: getting files; retrieving trash

Frequency: daily

7. REACHING

Tasks: searching garbage bags, pulling items out of ditches, streams, brush, or trees

Hands Used: RIGHT LEFT **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Down	Daily		<5lbs
21-36"	Down	Daily		<5lbs

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature		X
Noise		X
Fumes	X	
Cramped Quarters		X
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>20</u> % of time
Outside	<u>80</u> % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling	X	
Jumping	X	
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

10. LIST OF TOOLS, EQUIPMENT, AND MATERIALS USED

Keys, radios, duty belt, flashlight, laptop, computer, books, property, shovel, rake, and other items

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Hourly
Grasp	X		Hourly
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Hourly



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Date

Printed Name