New Jersey Civil Service Commission

You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification

SANITATION INSPECTOR

DEFINITION

Under direction, conducts inspections and investigations to enforce codes, ordinances, and other standards related to collection and disposal of refuse and litter; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

NOTE: Appointments may be made to positions requiring bilingual skills.

05825 - Bilingual in Spanish and English
SPECIAL SKILL
Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

EXAMPLES OF WORK:

Walks or rides in a vehicle to visually examine the placement, containment, separation, and condition of refuse.

Visually examines the condition of refuse to detect deviation from standards contained in ordinances or codes for refuse and litter.

Notes improper or failure to pick up refuse and other conditions and records and reports information.

Explains codes and ordinances to residents; encourages compliance, clarifies code requirements and other regulatory guidelines, and suggest methods for correcting violations.

Investigates complaints filed by residents, collection crews, and others.

Issues notices of violation to inform violators of failure to comply with codes or ordinances, and to warn of possible court action.

May issue notices of violation for conditions that prevent or impede work crews from completing their assignments.

As part of a team, may work on special community cleanup projects to eliminate refuse, litter, or other unsightly or unsafe conditions.

Prepares written reports of inspections and numbers and types of violation notices issued.

May testify in court to present information regarding incident.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of the methods used to conduct inspections.

Ability to interpret codes, ordinances, and other regulations and apply them to specific situations.

Ability to conduct inspections and investigate complaints.

Ability to identify violations.

Ability to explain codes and ordinances.

Ability to establish and maintain cooperative working relationships with those interested or involved in the work of the unit.

Ability to prepare inspection reports.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code(s) which are different work week or work month and/or variants of the job class title:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
03110		L	C		N/A	00		-
05825	Bilingual In Spanish And English	L	C		N/A	00		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

06/27/2003