



Memorandum

Human Resources Division

TO: Vacellia Clark, Chief Examiner
Civil Service Commission

FROM: Human Resources Staff

RE: **Request to Revise Environmental Compliance Officer and Recycling Coordinator Classifications**

DATE: September 3, 2014

Action Requested

The Civil Service Commission approves the revisions to the classifications of Environmental Compliance Officer and Recycling Coordinator.

Authority

In accordance with the Urbana Civil Service Rules and Regulations – Rule 2.5 (“*Changes in Duties*”) and Urbana City Policy 2.1 (“*Establishing and Revising Positions*”), recommendations for job descriptions revisions that change the qualifications shall be submitted to the Civil Service Commission for approval.

Background

The Urbana Civil Service Commission last approved a number of changes to the Environmental Compliance Officer position in 2011; the Recycling Coordinator job description was last modified in 2010. In the time since, a number of changes have occurred in this division, precipitating some updates, most of which are minor. It should be noted that these revisions are only updates to the current positions and are not requested due to vacancies or pay grade change recommendations.

Environmental Compliance Officer–No substantial changes to the minimum requirements are requested, except to add a lifting requirement of up to 50 pounds.

Recycling Coordinator–The most substantial change is the request to increase the minimum requirement from an associate’s degree to a bachelor’s degree in a related field (or equivalent experience). In recent years, the responsibilities of this position have grown to require substantial knowledge of data gathering, report writing, and analysis. While the requirements technically still allows flexibility for applicants without a four-year degree, the recommendation of a bachelor’s degree seems appropriate given the types of responsibilities this position now entails. In addition, a requirement of at least one year of related experience has also been recommended. As previously noted, this position has grown from the original part-time position that it once was, and therefore would not be suitable or appropriate for an individual with no related professional experience.

Recommendation

HR staff respectfully requests that the Civil Service Commission approve bot classification revisions as proposed.



CITY OF URBANA
Human Resources Division

ENVIRONMENTAL COMPLIANCE OFFICER

JOB DESCRIPTION

Division: Environmental Management
Department: Public Works
Reports To: Environmental Sustainability Manager
FLSA Status: Non-Exempt; Non-Union; Civil Service
Pay Grade : 30

JOB SUMMARY

Responds to complaints regarding junk, debris, weed, noise, garbage, and other related codes by inspection to determine validity; enforces regulations pursuant to municipal code and established procedures. Performs office clerical duties with respect to position; enters data into computer, prepares reports and ~~maintains~~maintains record keeping system.

ESSENTIAL FUNCTIONS

- Inspects property when complaints are received or visually observed; documents non-compliance by gathering evidence, including photographs; posts and sends violation notices to property owners, including dates when problems that must be abated; ~~reinspects~~re-inspects properties to check for compliance; notifies property owners when compliance is achieved; oversees complaint resolution; levies fines as necessary.
- Enters complaint information daily into computer system, maintaining current records.
- Receives written, oral and in-person complaints; responds to request for information or refers to appropriate department.
- Types correspondence, forms, schedules and other documents relating to complaints.
- Initiates and prepares work orders to abate violations.
- Coordinates nuisance abatement, leaf collection, and sidewalk snow removal programs with various contractors and provides public information regarding these programs.

- Prepares monthly, yearly and special reports regarding case loads, the number of valid and invalid complaints, and other pertinent information.
- Attends and testifies at hearings of Civil Court regarding ordinance violations, as required.
- ~~Reviews and interprets Municipal Code.~~
- Performs periodic systematic inspection of community via city vehicle to identify sites that violate nuisance codes.
- ~~Coordinates the waste hauler licensing program, including issuance of hauler vehicle registration stickers.~~
- Inspects and maintains leachate pumps at City landfill property.
- Samples landfill leachate collection once per month.
- Assists with coordination of the Adopt Urbana litter cleanup program.
- ~~Handles, according to established policy, matters~~Enforces city code relating to signage placed illegally in the City's right-of-way.
- ~~Processes incoming mail related to nuisance inspection and sends out first class and certified mailings as required.~~
- Performs other related duties as assigned.

JOB REQUIREMENTS

GENERAL

- Works 40hrs/week with set start and end times.
- Provides customer service to the general public that is friendly, engaging, informative, and respectful at all times.
- Works with vendors and regulated businesses in a professional and respectful manner at all times.
- Works with Urbana and other city and outside agency staff in a professional and respectful manner at all times.
- Seeks opportunities for collaboration with other agencies and associations.
- Updates supervisor on progress of event planning.
- Updates supervisor on impending contract dates.

KNOWLEDGE & EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Knowledge of office practices and procedures and operation of standard office equipment, including personal computer.
- Knowledge of business math, grammar, punctuation and spelling typically acquired through graduation from high school or G.E.D. Two years of college level course work in an environmental, health or law enforcement field preferred.
- ~~Physical strength and agility sufficient to perform duties out of doors in adverse weather conditions~~

ABILITY TO

- Physical strength and agility to lift objects weighing up to 50 pounds on a moderately frequent basis sufficient and to perform duties out-of-doors in inclement weather conditions
- Successfully interact with the public in general and work in sometimes difficult situations.
- ~~Ability to understand and follow detailed oral and written instructions.~~
- Detect and assess extent of code violations.
- Communicate well in both written and oral forms.
- Type at a rate of forty (40) words ~~per minute on a standard electric typewriter and a personal computer keyboard.~~

RESPONSIBLE FOR

- Managing the City leaf/tree/waste contract for private properties.
- Managing the city Nuisance Abatement contract for private properties.
- Coordinating the waste hauler licensing program, including issuance of hauler vehicle registration stickers.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with other departments and the general public.
- Regular contact with other governmental agencies.

WORK ENVIRONMENT

- Standard office setting, with some work occurring outdoors and during periods of inclement weather.

The work environment characteristics described herein 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.

SPECIAL EFFORT REQUIRED

- Works with confidential information.

The physical demands described herein 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.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Prepared By: Elizabeth Borman 03/25/2011
Signature *Date*

Approved By: _____
Human Resources Manager *Date*

Approved By: Bill Gray 03/30/2011
Department Head *Date*

~~*Approved by the Urbana Civil Service Commission on May 17, 2011.*~~

Class Specification History

General revision: 5/17/2011

For HR/Finance Use

Title Code 055	Pay Grade 30
EEO Category 8- Service-Maintenance	