



RECYCLE SALINE
A SOLID WASTE DISTRICT
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For Immediate Release:

June 7, 2018

Recycle Saline: A Solid Waste District
114 West Sevier St.
Benton, AR 72015
501-776-2533
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Recycle Saline: A Solid Waste District is looking for an Illegal Dumps Control Officer (IDCO) to manage and maintain a coordinated civil enforcement program to eradicate illegal dump sites in Saline County. This position is considered full-time with benefits.

Please submit resumes to Tiffany Dunn at tiffany@recyclesaline.org. Deadline for resumes to be submitted is July 5, 2018 at 4:00pm.

We are an equal opportunity employer.

Tiffany Dunn
Executive Director
Recycle Saline

POSITION DESCRIPTION

ILLEGAL DUMPS CONTROL OFFICER

Salary: 36,000-50,000 based on experience

Purpose

Manage and maintain a coordinated civil enforcement program to eradicate illegal dump sites in Saline County.

- Develop and sustain local and statewide partnerships with groups, organizations and agencies to support the stated Purpose of the Illegal Dumps Control Program;
- Represent and promote Recycle Saline at all levels: locally and within Arkansas
- Work collegially with and under the direction and supervision of the Executive Director.

Qualifications

- College degree or relevant experience in a field applicable to the position, in combination with post high school education or training;
- Clean driving record and possession of Arkansas Driver's License.
- Obtain Illegal Dumps Control Officer Certification within a year of date of hire.

Knowledge & Experience

- Appropriate knowledge of and experience in civil enforcement of local and state environmental laws and regulations;
- Project management and coordination;
- Experience performing duties investigating illegal dumping and preparing citations or equivalent experience;
- Experience of successfully promoting partnership working in areas of community- based organizations and businesses;
- Ability to work on own initiative with a creative approach to problem solving;

Skills

- Ability to work in a safety sensitive position and in a state of alertness and safe manner at all times.
- Excellent organizational and interpersonal skills;
- Ability to form partnerships and work in an organization that promotes and supports team work; maintain effective working relationships with city, county, and state environmental and law enforcement personnel.
- Capable to patrol fields, wooded areas, urban and suburban areas of Saline County and recognize areas of illegal dumping of materials in violation of local, state and federal laws and regulations;

- Sufficient mobility to work out in the field and to work with and around motorized equipment as well as move items of debris in the course of searching through piles of debris for evidence;
- Ability to move on foot over uneven surfaces and piles of debris;
- Able to lift, sit, stoop, climb and work at heights up to 20 feet and work in confined areas;
- Ability to lift 50 to 80 pounds on occasion;
- Experience in database management, financial spreadsheets and Microsoft Office Suite
- Possess people management skills, especially in areas of civil enforcement of laws and regulations;
- Possess sufficiently high level of professionalism to be able to perform all duties, responsibilities and requested tasks with minimum oversight and administrative support;
- Ability to prepare detailed reports of activities as required and present materials before a governing Board and other groups.

Essential Duties and Responsibilities

- Work during normal business hours of 8:00am-4:00pm Monday-Friday.
- Attend before or after-hours events as designated to maintain presence in the community.
- Obtain and maintain Illegal Dumps Control License within a year of your hire date.
- Patrol areas where illegal dumping is known to occur;
- Respond appropriately to residents' complaints of illegal dumping;
- Conduct surveillance of and investigations of dumpsites and/or persons depositing solid waste in violation of local, state or federal laws and regulations;
- Prepare initial investigative reports and conduct follow-up investigations;
- Arrange for those responsible for illegal dumping to clean up dumpsites as alternatives to civil citations;
- Appear in court to present evidence on civil and criminal prosecutions of solid waste cases;
- Prepare and present reports on activities;
- Organize and attend District Recycling and Household Hazardous Waste Events
- Prepare and present programs at schools and other groups to educate about illegal dumping, burning of waste, proper recycling, and reusing and disposing of solid waste.
- Maintain web-based media such as website and Facebook.
- Point person for the Inter-District Tire Program
- Oversees the Yard Debris program that is located at the Landfill
- Regulate, inspect, and permit all Waste Haulers within the District
- Oversees District E-Waste collection program
- Adheres to all District Regulatory Compliance
- Prepare and submit requested documents to ADEQ