



## **Waste Field Auditor**

### **Job Description**

<b>Division:</b>	Administration	<b>Reports to:</b>	Director of Operations
<b>Position Number:</b>	401	<b>Supervises:</b>	None
<b>Pay Grade:</b>	2	<b>Classification:</b>	Non-Exempt
<b>Hours/week:</b>	40	<b>Effective Date:</b>	11/20/2019
<b>Type of Position:</b>	Full Time	<b>Revised Date:</b>	

#### **Performance Expectations**

All employees of North Central Solid Waste Authority (NCSWA) are expected to conform to the following:

- Possess cultural awareness and sensitivity
- Perform in a professional and ethical manner in the execution of duties
- Interact in an honest, respectful and dependable manner with all colleagues and citizens

#### **Position Purpose**

Performs a variety of mid-level clerical and field duties to expedite research on housing units, vacant dwellings, and address verification to support the delinquent account and collections component of NCSWA.

#### **Essential Duties and Responsibilities**

Conducts extensive clerical and field research on various existing and potential customer properties to determine their current status; occupied or unoccupied; service address verification. For Delinquent accounts; provides documentation and or evidence in determination of customer status to the Collections Clerk.

Communication with local and federal government entities regarding requests for clarification on address or to report illegal dumping activity.

Retrieves poly carts from delinquent/closed residential accounts; loads onto the truck and delivers to storage site; delivers poly carts to customers who have regained account standing and/or new residential accounts.

Researches and communicates self-haul rates/residences.

Audits resident accounts in delinquent status.

Performs walk through of County residential and commercial accounts.

Maintains status on work orders for delivery and pickup; including necessary follow up.

Performs other duties as assigned.

#### **Minimum Mandatory Qualifications**

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**Education:** High School Diploma or equivalent  
**Experience:** **Two (2) years in an office setting**

Equivalent combination of relevant education and experience may be substituted as appropriate.

**Knowledge, Skills, Abilities, and Other Qualifications**

- Ability to communicate effectively, verbally and in writing; work independently in meeting various time deadlines and work pressures; perform basic mathematical calculations; operate personal computer (windows) in utilizing various MS Office programs (Word, Excel, PowerPoint, In-Code, etc.) to produce or compose formal documents, reports and records; operate standard office equipment; develop effective working relationships with supervisors, fellow employees, and the public.
- Working knowledge of general office maintenance and practices; filing systems (alpha and numeric), recording and filing procedures and methodologies; grammar, spelling and punctuation; basic mathematics; basic accounting or bookkeeping; interpersonal communication skills and telephone etiquette; basic public relations.
- Must possess and maintain a valid, unrestricted class D drivers' license or able to obtain license within six months of hire.

**Preferred Qualifications**

Bilingual skills in English and Spanish

**Work Environment**

Work environment: This position works in an office where normal conditions exist should exist and the noise level in the work environment can vary from low to moderate. This position also spends time in the field in the performance of duties. Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected. Limited overnight travel may be required from time to time. May be required to work irregular hours and attend functions outside the office setting.

Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. This position may require long hours and weekend work.

Physical demands: Physical demands: While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk and hear. May be required to stand for long periods. The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

*Disclaimer: The information on this job description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

### **Acknowledgment**

I have reviewed the content of the Waste Field Auditor job description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.