

# **RECRUITMENT ANNOUNCEMENT**

## **Litter Control/Code Enforcement Officer Department of Land Use Planning & Engineering**

**\$33,471 annually (minimum)**  
**(FULL-TIME w/BENEFITS; 35 hours per week)**

**APPLICATIONS WILL BE ACCEPTED IN THE BERKELEY COUNTY COMMISSION OFFICE  
UNTIL: 5:00 PM, FRIDAY; OCTOBER 29, 2010**

### **GENERAL DEFINITION OF WORK:**

Under the general supervision of the Director of Land Use Planning and Engineering, performs administrative and technical duties associated with litter control and code enforcement programs. Work involves investigating, issuing citations, and prosecuting violations of applicable litter control and certain building code ordinances and state laws. This may require combining forces with other local and state agencies. Work schedule may require occasional evening and weekend hours.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Issues citations for unsafe or unsanitary structures, open dumping and/or road side littering.
2. Identify, investigate, and initiate the safe removal of refuse, debris, overgrown vegetation, toxic spills, or toxic seepage on private land.
3. Through collaboration with relevant organizations, develop a plan to effectively locate, clean-up and monitor open dumps and heavily littered roadside areas in the county.
4. Investigates illegal dumping activities and develops appropriate documentation for prosecution.
5. Responses to citizen inquires and complaints.
6. Coordinates open-dump site clean-up with appropriate local, state and federal agencies.
7. Identify badly deteriorating, unsafe, or unsanitary buildings and structures and take appropriate action to rectify violations and to prosecute those responsible..
8. Coordinate with Department of Environmental Protection, the Sheriff's Department, and/or the Solid Waste Authority in the placement, control, and resulting citation/enforcement of the ground-hog cameras placed at open dump sites.
9. Work with the media and schools to publicize anti-litter efforts, arrests, or major clean-up activities.
10. Provides regular updates to the County Commission as it relates to the Litter Control and Code Enforcement Program.
11. Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to investigate and identify offenders of Berkeley County's Litter Control Program, its code enforcement regulations and/or state litter and building code laws; a knowledge of public relations and communications practices and principals; willingness to acquire a general knowledge of local, state and federal laws/regulations pertaining to litter control and environmental clean-up; ability to effectively and efficiently develop, implement and coordinate programs and systems; ability to work independently; reasonable oral and written communications skills; ability to resolve problems effectively; ability to establish and maintain effective working relationships with officials and public agencies; ability and willingness to work outdoors in varying weather conditions, as well as, occasional evenings, weekends and holidays.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to a high school diploma. Some experience in recycling, litter control, environmental clean-up, or other applicable areas preferred but not essential. Demonstrated interest in any activities related to environmental protection.

**PHYSICAL REQUIREMENTS:**

Must have the use of sensory skills in order to effectively communicate and interact with other employees, elected officials and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Extensive mobility required for standing, walking (over uneven terrain), moving, reaching, and handling, pushing, and pulling. Ability to complete field inspections and be involved in roadside litter collection activities in varying weather conditions.

**SPECIAL REQUIREMENTS:**

Possession of valid driver's license.

After training through the Department of Environmental Protection (DEP) or the Sheriff's Department, must obtain certification/authority to be able to issue legally binding citations for littering violation

**EXAMINATION PROCEDURE:**

- An evaluation of training and experience
- One or more interviews
- Employment related reference checks
- Background investigation
- Pre-employment physical to include drug screen (administered after offer of employment).

**ADDITIONAL INFORMATION FOR APPLICANTS**

**APPLICATION FOR THIS RECRUITMENT:**

All applications for vacancies with Berkeley County Government must be submitted to the County Commission Office, Berkeley County Commission, 400 West Stephen Street, Suite 201, Martinsburg, WV., 25401 on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the selection process. Berkeley County normally does not reimburse travel expenses incurred to attend a scheduled interview.

**EXAMINATION PROCEDURE:**

The kind of examination/screening for positions announced will vary with each position and may include:

- an evaluation of training and experience
- personal and/or group interview
- written and/or spoken examination(s)
- performance test(s)
- a background investigation
- a physical examination\*and
- a drug test\*.

\*These examinations are administered after offer of employment.

**PROBATIONARY PERIOD:**

Berkeley County is an "At-Will" employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employees fitness for the position in which he/she was placed.

**COMPENSATION:**

Berkeley County employees are paid every two (2) weeks. A new employee ordinarily starts work at the rate specified in this announcement. The Berkeley County Commission reviews compensation increases as part of the normal budget preparation process and makes the appropriate compensation adjustments at the beginning of the fiscal year (July 1).

**ANNUAL LEAVE, SICK LEAVE AND HOLIDAYS:**

(the following is unavailable for part-time and temporary positions)

- Employees earn 1.50 days of sick leave per month/18 days annually with unlimited accumulation.
- Berkeley County observes 12 paid holidays per year and Primary and General Election Days as they occur.
- Employees accumulate annual leave according to the following schedule:

<u>Years of Service</u>	<u>Days Per Month</u>	<u>Days Per Year</u>
0 – 5 years	1.25 days	15 days
5 – 10 years	1.50 days	18 days
10 – 15 years	1.75 days	21 days
15 years plus	2.00 days	24 days

**HEALTH, RETIREMENT & MISCELLANEOUS BENEFITS:**

(some of the benefits may be available to regular part-time employees)

- Regular employees are required to participate in the West Virginia Public Employee Retirement Plan
- Life Insurance is provide to full-time employees, their spouse and eligible dependents.
- Regular full-time employees may elect to join the County sponsored health plan which includes medical, hospitalization, major medical, dental, and prescription drug coverage. The County pays 100% of the employee costs and the employee pays for any dependent coverage elected.
- Several deferred compensation programs are available.
- Direct deposit is mandatory.

**BERKELEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

