



DATE: November 5, 2021

RE: Job Posting – Refuse Inspector

This is to advise that the Sanitary District is seeking a Refuse Inspector. The Refuse Inspector inspects community land areas and investigates complaints concerning neglect of property and illegal dumping of refuse and building materials to ensure compliance with municipal code. The Refuse Inspector will also fill in as a loader or driver when necessary. Please see the Job Description for more information.

A high school diploma, or GED equivalent, and the possession of a valid Driver's License are required. A copy of the job description is attached.

Application packets can be obtained at the Sanitary District's Administrative Office located at 1100 E. Eight Street, Michigan City. Completed applications will be accepted at the Sanitary District Administration Office located at 1100 E. Eighth Street, Michigan City, IN, 46360, Monday through Friday, from 7:00 am to 3:30 pm. Application deadline: 3:30 pm, November 12, 2021.



## **MICHIGAN CITY SANITARY DISTRICT**

### **JOB DESCRIPTION**

**JOB TITLE:** Refuse Inspector

**DEPARTMENT:** Refuse Department

**FLSA Status:** Non-exempt

#### **GENERAL DESCRIPTION**

The Refuse Inspector inspects community land areas and investigates complaints concerning neglect of property and illegal dumping of refuse and building materials to ensure compliance with municipal code. The Refuse Inspector will also fill in as a loader or driver when necessary.

#### **SUPERVISION RECEIVED AND EXERCISED**

There is no supervision exercised by this position. This position receives direct supervision from the Refuse Foreman and general supervision from the Refuse Superintendent, Operations Manager, and General Manager.

#### **DUTIES**

- Inspects designated areas periodically for evidence of neglect, excessive litter, and presence of unsightly or hazardous refuse.
- Interviews residents and inspects area to investigate reports of illegal dumping and neglected property.
- Locates property owners to explain nature of inspection and investigation findings and to encourage voluntary action to resolve problems.
- Reviews laws and statutes in municipal code to determine specific nature of code violation and type of action to be taken.

- Issues notices of violation to land owners not complying with request for voluntary correction of problems.
- Issues notices of abatement to known violators of dumping regulations and informs other municipal agencies of need to post signs forbidding illegal dumping at designates sites.
- Works with police, code inspector and vector control personnel to identify and correct violations.
- Prepares case materials when legal action is required to solve problems.
- Works with Neighborhood Planner and Code Inspector to promote public awareness by conducting informational meetings for residents, organizes neighborhood cleanup projects, and participates in campaigns to beautify city to promote community interest in eliminating dangerous and unsightly land use practices. workplace safety.
- Operate all equipment in a safe and efficient manner in accordance with all applicable rules and regulations.
- Comply with all applicable safety requirements while working.
- Gathers and carries containers from individual yards or locations along route and dumps refuse from containers onto/into Refuse Packer Truck, Dump Truck, or other trucks/equipment.
- Operates the hydraulic lifter mechanisms and packing mechanisms as instructed.
- Assist in unloading garbage and/or dumps garbage from truck.
- Clean trucks as scheduled and/or required.
- Practice workplace safety.
- Other duties as assigned.

## **EDUCATION, EXPERIENCE, KNOWLEDGE, AND ABILITIES**

The following education, knowledge, and experience requirements and preferences will qualify the candidate for this position:

### **Education and Licenses**

The following education and license requirements and/or preferences apply:

- A High school Diploma or GED from an accredited High school is required.
- A valid Drivers License is required, and a Class B, or higher, Commercial Driver's License (CDL) is preferred.

## **Knowledge**

This position requires the Knowledge of:

- City Codes
- Code Enforcement
- Truck and equipment safety.
- Refuse truck and equipment operation.
- Traffic Safety.
- Garbage collection and disposal procedures.
- Record keeping systems.
- Equipment cleaning standards and procedures.

## **Experience**

The following experience requirements and/or preferences apply:

- Conducting Inspections
- Enforcing City Code or other regulations
- Investigating Experience
- Prior Refuse Loader experience is preferred.
- Possession of a Class B (or higher) CDL license and/or driving experience is preferred.
- Prior refuse truck driving experience is preferred.
- Foreman/crew leader experience is preferred.

## **Abilities**

This position requires the ability to:

- Document findings.
- Prepare notices and reports.
- Work with citizens to achieve compliance.
- Operate equipment in a safe and responsible manner.
- Provide excellent customer service and to communicate and interact with the public in a friendly and positive manner.
- Work in a team environment.
- Effectively communicate verbally and to listen and follow instructions.
- Read and write legibly.
- Record pickups and maintain daily records.
- Regularly lift and/or move up to 100 pounds.

## **SPECIAL REQUIREMENTS**

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands and fingers to grab, lift, and move refuse. The employee must have the ability to reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, talk, hear, taste, and smell. The employee must regularly lift and/or move 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **SPECIAL WORKING CONDITIONS**

Persons in this position require moderate physical activity over long periods and occasional strenuous activity. The position may also include frequent disagreeable working conditions such as noise, fumes, odor, and chemicals located near the work site. While performing the duties of this job, the employee is regularly exposed to refuse, garbage, and other debris, moving mechanical parts, precarious places, fumes or airborne particles, vibrations, and outside weather conditions including rain, snow, extreme heat and extreme cold. The noise level in the work environment is usually very loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.



**SANITARY DISTRICT OF MICHIGAN CITY, INDIANA**  
**APPLICATION FOR EMPLOYMENT**  
 An Equal Opportunity Employer

**We do not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decision be based on job-related factors. This application for employment will remain active for a limited time. Ask organizational representative for details.**

Answer each question fully and accurately. No action can be taken on this Application until you have answered all questions. Use blank paper if you do not have enough room on this Application. PLEASE PRINT, except for signature on back of Application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job related information.

Job Applied For: Refuse Inspector Today's Date: \_\_\_\_\_

Are you seeking: Full-Time  Part-Time  Temporary/Seasonal  employment? Start Date: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Present Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Are you 18 years of age or older? (If you are hired, you may be required to submit proof of age.) Yes  No   
 If hired, can you furnish proof you are eligible to work in the U.S.? Yes  No

Social Security Number (optional) \_\_\_\_\_

Have you ever applied here before? Yes  No  If yes, when? \_\_\_\_\_  
 Were you ever employed here? Yes  No  If yes, when? \_\_\_\_\_

Have you ever been convicted of any law violation (except a minor traffic violation)? Yes  No   
 If yes, give details \_\_\_\_\_  
(A "yes" answer does not automatically disqualify you from employment, since the nature of the offense; date and job for which you are applying are also considered)

Are you now or do you expect to be engaged in any other business or employment? Yes  No   
 If yes, please explain \_\_\_\_\_

For Driving Jobs ONLY: Do you have a valid driver's license? Yes  No   
 Driver's License Number: \_\_\_\_\_ Class of License \_\_\_\_\_

Have you had your Driver's License suspended or revoked in the last three (3) years? Yes  No   
 If yes, give details \_\_\_\_\_

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships that reveal race, color, religion, national origin, sex, age, or other protected status). \_\_\_\_\_  
 \_\_\_\_\_

List Name and Address of Schools	No. of Years Completed	Diploma/Degree/Certificate	Subjects Studied
High School or GED: _____			
College or University: _____			
Vocational or Technical: _____			
What skills or additional training do you have that relate to the job for which you are applying: _____			
What machines or equipment can you operate that relate to the job for which you are applying: _____			

List names of employers with present employer listed first. Account for all periods of time including military service and unemployment. If self-employed, give firm name and supply business references. Note: A job offer may be contingent upon acceptable references from current and former employers.

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____
CITY, STATE, ZIP		PAY Start: \$ _____ Final: \$ _____
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____
CITY, STATE, ZIP		PAY Start: \$ _____ Final: \$ _____
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____
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NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____
CITY, STATE, ZIP		PAY Start: \$ _____ Final: \$ _____
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

Have you worked or attended school under any other name:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, give details. _____		
Are you presently employed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, whom should we contact? _____		
Have you ever been fired from a job or asked to resign?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please explain. _____		
List three references, not relatives or former employers:		
Name:	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please Read Each Statement Carefully Before Signing**

I certify that all information provided in this employment Application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered later. I also understand that the employer may request an investigative consumer report from a consumer-reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer-reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this Application. I also authorize whether listed or not, any person, school, current employer, past employer and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying. I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required. I understand that this Application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period. If employed, I understand I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause and with or without notice. I have read, understand and by my signature consent to these statements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_