
JUNK CONTROL OFFICER

(Part Time)

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Town of

Minerva and involves responsibility for the administration of the Junk Storage Law within the Town. The duties also involve conducting investigations for determining violations, answering complaints and processing of applications. The work is performed under the general direction of the Town Supervisor with leeway allowed for the exercise of independent judgment in planning and carrying details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews junkyard license applications for compliance with municipal junkyard ordinances;
Inspects new junkyard construction or property sites for compliance with laws and ordinances;
Responds to complaints and referrals;
Explains municipal Junk Storage Law, codes, rules and regulations to applicants, contractors and the public;
Informs Town Officials of persons failing to comply with municipal Junk Storage Law to facilitate legal action where necessary;
Prepares reports and maintains records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of municipal Junk Storage Law and related codes, rules and regulations;
Good knowledge of the geography of the Town;
Ability to understand and explain provisions of Junk Storage Law in clear, non-technical terms; Ability to prepare and maintain records and reports;
Ability to establish and maintain cooperative working relationships with public officials, contractors and the general public;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and two years of experience in an environmental oriented field such as agriculture, forestry, land development, construction or a closely related field; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in civil engineering technology, agriculture, forestry or related field; or

- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

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