

Department: Town of Crown Point

SPEC

DISK A5

Classification: Part-Time Non-Competitive

DOCUMENT 36

JUNKYARD CONTROL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Town of Crown Point and involves responsibility for the administration of the municipal junkyard ordinances, codes, rules and regulations related to the use, development and operation of junkyards 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. Supervision is not generally a function of this position. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews junkyard license applications for compliance with municipal junkyard ordinances, zoning codes and other applicable laws and issues licenses, if approved;

Inspects new junkyard construction or property sites for compliance with laws and ordinances;

Responds to complaints and referrals, prepares notices of ordinance violations, orders corrective action and advises violators of required procedures;

Explains municipal junkyard ordinances, codes, rules and regulations to applicants, contractors and the public;

Oversees the State Environmental Quality Review (SEQR) process concerning creation or changes in junkyards;

Informs Town Officials of persons failing to comply with municipal junkyard ordinances to facilitate legal action where necessary;

Prepares, arranges and provides notice for meetings, appeals and public hearings, as required by law;

May initiate and conduct studies on effectiveness of municipal junkyard ordinances;

Prepares reports and maintains records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of municipal junkyard ordinances and related codes, rules and regulations; good knowledge of the geography of the Town; working knowledge of

New York State zoning statutes and the environmental quality review act; working knowledge of the impact and relative compatibility of junkyards with other land uses; ability to understand and explain provisions of junkyard ordinances 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).

ADOPTED: 12/03/91