

LITTER CONTROL AGENT

DISTINGUISHING FEATURES OF THE CLASS: This is work that involves the identification of unsightly conditions such as litter, junk, debris, etc. on private or public property, and the communication to those responsible for the unsightly conditions that a report will be made to enforcement personnel so that appropriate action may be taken. The work also involves the oversight and/or participation in minor maintenance and clean up duties. The work of Litter Control Agent differs from building and fire inspection positions in that it does not involve enforcement duties (e.g. incumbent will not issue official correction and/or violation notices). General supervision is received from a higher-level administrator. Work direction is exercised over field crews. During periods of emergency work, an employee in this class may be required to work other than normal working hours. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and may participate in the performance of a variety of unskilled and semi-skilled laboring tasks (e.g. sweeping and cleaning of sidewalks) as required;
Identifies obvious unsightly conditions such as uncovered or overflowing dumpsters, debris, overgrown grass, weeds, etc.;

Apprises those responsible for the unsightly conditions by face-to-face communication, that a report will be made to the appropriate police or code enforcement authorities;
Calls or writes a brief note to the police or code enforcement personnel of the conditions observed;
Participates in informational programs at schools, community organizations, etc. to promote community pride and educate participants about the negative impact of littering and other actions that despoil the environment;

Visits businesses to interest them in participating in clean-up programs such as Adopt-A-Highway;
Works with participants in clean-up programs by identifying areas to be cleaned, providing safety literature and instructions about sorting collected materials;
Arranges for highway personnel to send out street sweepers and make sidewalk or road repairs, when needed, and to pick up materials that were collected;

Prepares a daily timesheet of activities;
Sorts through trash or calls municipal offices to ascertain the identity of people who are illegally dumping or not maintaining property;
Gives work direction to field crews that are collecting litter along local roads as well as to code enforcement personnel;
Removes illegally posted signs placed on rights-of-way;
May oversee the distribution and standardization of garbage containers;
May power wash bus shelters.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to use common laboring tools and common hand tools; ability to identify unsightly conditions; ability to deal effectively with people; ability to communicate orally or by simple writings; ability to keep simple records such as a timesheet of activities performed; ability to understand and carry out oral and written instructions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and six (6) months of work experience involving face-to-face public contact.

**Public contact experience shall be defined as direct contact (i.e., in-person or telephone interactions) with clients, customers or members of the public that involves persuasion, negotiation, counseling, gathering disseminating, or clarifying information, and inspection activities that include contact with individuals, or similar activities. The nature of the contact is such that it requires judgment and independent thinking on the part of the individual in dealing with or responding to another person.