

BRISTOL TOWNSHIP JOB ANNOUNCEMENT

JULY, 2014

ENVIRONMENTAL OFFICER

BRISTOL TOWNSHIP REFUSE PROGRAM

Bristol Township is accepting applications for an ENVIRONMENTAL OFFICER; a full time position. Conducts inspections and investigations involving the enforcement and interpretation of environmental health laws and regulations including recycling; provides consultation and educational services to businesses and the general public; performs related work as assigned. May serve as the Township's recycling coordinator.

Education and/or Experience:

Bachelor's degree preferably in environmental health, physical or life science or a closely related field is required. One year of experience in environmental health inspections and implementation is preferred.

Essential Functions:

Promote recycling to the local community, including schools and the media. Advise and work closely with local communities on recycling, waste reduction and environmental issues, including attendance at community events.

Provide education and discuss best practices with residents, commercial businesses and the public regarding the correct procedure for the disposal of waste and recycling.

Investigate complaints received from members of the public; related to refuse and recycling collection, improper recycling, refuse or litter accumulations in front of properties. Review reports of unsanitary conditions.

Inspect commercial and residential establishments, streets and sidewalks; Advise homeowners, tenants, and landlords on procedures and ordinances.

Organize environmental awareness events, recruit volunteers to promote environmental, awareness.

Monitor compliance with the health and administrative laws governing the maintenance of clean streets, illegal dumping and proper storage and disposal of waste and recyclables by both residents and commercial establishments

Coordinates enforcement activities with other Departments.

Prepares case information for and present evidence at appeal hearings and other legal proceedings.

Prepare and issue violation notices and review them for accuracy, completeness and legality; may testify in court; Prepares written reports and legal documents.

Other duties may be assigned as required.

Knowledge, Skills and Abilities:

Knowledge of basic community health problems and governmental programs, including recycling, designed to control health problems, solid waste disposal, water pollution, noise and vector control; laws and regulations governing environmental health; refuse disposal methods necessary to collect necessary information on various public health and sanitation problems.

Ability to plan and carry out field work without direct supervision; detect unsanitary conditions; obtain compliance with current environmental laws and regulations; communicate and interact in situations requiring instruction, persuasion and counseling; define problem areas; collect, interpret and evaluate data and draw logical and sound conclusions; coordinate visual observation and oral or written communications into concise descriptive, written or oral formats that reflect continuity of thought and effectively convey concepts and/or conclusions; use approved means of transportation to travel to work sites; testify in court.

Starting salary \$40,000 to \$50,000 depending on qualifications plus excellent benefit package. Cover letter and resume to Tom Scott, Human Resources Officer, 2501 Bath Road, Bristol, PA 19007, tscott@bristoltownship.org no later than August 8, 2014. EOE.