

DISCLAIMER: This document is an actual job description used in a county in Tennessee. It has not been reviewed by CTAS for accuracy or compliance with law. Users are urged to consult with their county attorney for legal advice and guidance in developing specific job descriptions for their particular county office.

COUNTY, TENNESSEE
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: **WHEEL TAX AND LITTER CONTROL OFFICER**

FLSA STATUS: **NON-EXEMPT**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical work associated with enforcing regulations pertaining to littering and vehicle registration, monitoring illegal littering and illegal vehicle registration, issuing summons, coordinating activities with other agencies, preparing documentation and maintaining records, providing information/assistance to the public, and performing other tasks as assigned. Officer is supervised on a day to day basis by County Clerk but is a direct report to County Mayor.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs various tasks associated with controlling illegal dumping; checks bags of trash on roadsides and at County convenience centers to identify ownership/origin; contacts owners via telephone and/or written notification.

Performs various tasks associated with controlling illegal vehicle registration; travels to various areas to identify commercial vehicles with improper registrations.

Compiles certified letters for citizens who have written bad checks; collects money for bad checks; issues summons and citations; follows up on status of court rulings.

Transports title/registration papers to State of Tennessee; may transport bank deposits for Motor Vehicle office to appropriate financial institution.

Coordinates activities with other departments as requested.

Operates a variety of standard and specialized equipment and tools; includes a flashlight, fire extinguisher, measuring devices, photographic equipment, telephone, hand tools, audio/visual equipment, computer, fax, scanner and other general office equipment.

Prepares or completes various forms, reports, correspondence, summons or other documents as required to complete job duties.

Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Answers incoming telephone calls; provides information, guidance and assistance; records/relays messages or directs calls to appropriate personnel; returns calls as necessary; responds to requests for service or assistance.

Creates/maintains positive public relations; educating the public on laws surrounding litter and wheel tax compliance.

Communicates with supervisor, employees, other departments, county officials, court personnel, the public, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Completes, distributes and relays monthly report on litter and tag activity to the Public Safety Committee.

Responds to citizen and other county employee complaints on trash that has been illegally dumped.

Accounts for daily work hours by using time keeping system, log of calls and log of areas of observation.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by completion of a basic wheel tax officer training program; supplemented by 6 months previous experience and/or training involving enforcement of litter and or wheel tax; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert heavy physical effort in medium work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, traffic hazards, bright/dim light, toxic agents, violence, disease, or pathogenic substances.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 2.0 **Maximum Continuous Time:** 30 minutes

2. SITTING

Estimated Total Hours: 5.5 **Maximum Continuous Time:** 20 minutes

3. LIFTING/CARRYING

Objects: More frequent in the first quarter of the year

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs				X	
26-50 lbs				X	
51-75 lbs				X	
76-100 lbs				X	
>100 lbs					X

4. PUSHING/PULLING

Objects: on occasion

5. CLIMBING

Tasks: retrieving items from top shelf in the storage room

Device: Ladder

Height: 9 feet from ground

Frequency: Occasionally

6. BENDING/SQUATTING/KNEELING

Tasks: getting files; retrieving trash; obtaining tag information

Frequency: daily

7. REACHING

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Down	Daily		<5lbs
21-36"	Down	Daily		<5lbs

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature		X
Noise		X
Fumes	X	
Cramped Quarters		X
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	20 % of time
Outside	80 % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling	X	
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

10. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e: writing, twisting hands or wrist, etc	X		

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_____ County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date