

APPROVED AND ACCEPTED
IN BOARD MEETING
JUN 15 2026

City of Vicksburg
Job Description

Job Title: Solid Waste Enforcement Officer
Department: Community Development
Reports To: Community Development Director
FLSA Status: Non-exempt, Contract
Approved By: Board of Mayor and Aldermen on June 10, 2026

Position Summary:

The Solid Waste Enforcement Officer is responsible for preventing, investigating, and resolving illegal dumping and improper solid waste disposal within the City. The position ensures compliance with the Mississippi Solid Waste Management Act, local ordinances, and MDEQ guidelines through enforcement, public education, and coordinated cleanup efforts. This role serves as the City's primary point of contact for solid waste complaints and is critical to protecting public health, reducing blight, and supporting long-term environmental compliance. This role may be filled as a part-time contract position or assigned as additional duties to existing employees. Assignment of these duties does not alter an employee's primary job classification unless subsequently reclassified by the Board of Mayor and Aldermen.

Essential Duties and Responsibilities:

The following duties are not all inclusive. Other duties may be assigned.

1. Illegal Dump Investigation & Enforcement (35–40%)

- Investigate reported and observed illegal dumping sites
- Document violations (photos, reports, witness statements)
- Identify responsible parties when possible
- Issue notices of violation and establish compliance timelines
- Maintain detailed enforcement case files
- Initiate enforcement actions (citations, referrals, legal support)

2. Complaint Intake & Case Management (10–15%)

- Establish and manage complaint intake system (phone, email, etc.)
- Ensure complaints are logged, tracked, and resolved timely
- Investigate complaints within recommended response timeframe (≈ 3 days)
- Maintain standardized complaint and investigation records

3. Coordination of Cleanup Activities (20–25%)

- Determine when City cleanup is required after non-compliance
- Coordinate with Public Works for debris removal and remediation

- Ensure waste is disposed of at approved facilities
- Track cleanup costs and prepare documentation for cost recovery

4. Monitoring, Patrol & Prevention (10–15%)

- Conduct routine patrols of known dumping areas
- Monitor recurring sites for re-dumping
- Identify emerging problem areas proactively
- Maintain inspection and patrol logs

5. Cost Recovery & Legal Support (5–10%)

- Prepare documentation for City Attorney for cost recovery
- Assist with evidence collection and case preparation
- Support prosecution and provide testimony when needed

6. Public Education & Outreach (5–10%)

- Educate residents on proper waste disposal and available services
- Conduct outreach through schools, community events, and media
- Develop materials (flyers, notices, awareness campaigns)
- Promote recycling and anti-dumping initiatives

7. Interagency Coordination (5%)

- Work with Public Works, Police, Code Enforcement, and legal staff
- Coordinate with MDEQ regional offices as needed
- Support community cleanup and special waste events

8. Administrative & Reporting Duties (5%)

- Maintain accurate records of complaints, violations, and enforcement actions
- Prepare monthly and grant-required reports
- Track performance metrics (complaints, violations, cleanups, etc.)
- Attend required MDEQ training

Required Knowledge & Skills

- Knowledge of Mississippi solid waste laws and local ordinances
- Strong investigative and documentation skills
- Ability to communicate effectively with the public and officials
- Understanding of local waste systems and disposal options
- Ability to manage multiple cases and maintain detailed records

Grant Compliance:

This position will **NOT**:

- Perform routine garbage collection duties
- Supervise landfill or disposal facility operations
- Collect residential waste fees

Supervisory Responsibilities: None.**Minimum Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Must have a high school diploma or equivalent. Experience in code enforcement, public works, environmental services, law enforcement, or related field preferred. A valid driver's license is required.

Reasoning Ability:

Must have the ability to read and interpret ordinances and state law. Ability to work independently and exercise sound judgment.

Language Skills/ Computer Skills:

Ability to read and interpret ordinances and state law. Ability to write routine reports and correspondence; speak effectively with individuals filing complaints, must be willing to investigate all complaints. Must be proficient in Microsoft Office.

Physical Demands:

The physical demands include walking, standing, lifting, and bending. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

The work environment characteristics include a combination of field and office work. This position requires exposure to outdoor weather conditions and unsanitary environments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.