

**SANITATION ENFORCEMENT
OCCUPATIONAL GROUP [301]**

SANITATION ENFORCEMENT AGENT

General Statement of Duties and Responsibilities

Under supervision, is responsible for the enforcement of certain laws, rules and regulations of the New York City Health and Administrative Codes, New York State Public Health Law (Canine Waste), New York State Vehicle and Traffic Laws, and New York City Traffic Regulations; prepares and issues summonses for certain violations thereof; performs security duty at Department of Sanitation facilities; directs and controls traffic around Department of Sanitation operations. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work.

Assignment Level I

Under supervision, performs tasks such as the following:

Examples of Typical Tasks

Visually inspects commercial and residential establishments, streets, sidewalks, and crosswalks in assigned field territory for violations of applicable Health, Sanitation and Administrative Laws, Codes, Rules and Regulations; writes or prepares summonses for violations using electronic equipment; issues summonses to owner of affected premises or other responsible party in person or by attaching to building; explains the nature of the specific violation.

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SANITATION ENFORCEMENT AGENT (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Operates and monitors hand-held and other communication devices to maintain contact with Sanitation Enforcement headquarters; requests assistance, when necessary.

Prepares required reports, recording hourly activities, types and numbers of summonses issued, researches property information for issued violations and enters information into the appropriate database; reports unusual incidents, damage to vehicles, passenger car assignments and other pertinent information.

Is responsible for inspection of assigned vehicle and basic maintenance, including washing.

Is responsible for reporting on daily activities to superiors.

Investigates and writes reports on complaints of unsanitary and/or hazardous conditions received from members of the public while on street patrol and issues summonses when appropriate; refers complaints to Central Complaint number when location in question is outside assigned jurisdiction.

Writes and issues summonses only for those violations of the New York City Health and Administrative Codes, New York State Public Health Law (Canine Waste), City Traffic Regulations and New York State Vehicle and Traffic Law which are applicable to Department of Sanitation assigned mission.

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SANITATION ENFORCEMENT AGENT (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Performs field surveys regarding unsanitary conditions existing in streets, lots and other public areas, and writes reports relating thereto.

Provides security at Department facilities; checks vehicles entering and leaving Department facilities, and keeps records and writes reports relating thereto.

Assists in the preparation of cases relating to summons issued, for trial in Court or before an Administrative Tribunal.

May testify in court or before Administrative Tribunals regarding details of summonses issued.

May train newly-appointed Agents, when so assigned, by accompanying them in the field and supervising the writing and issuing of summonses and other aspects of the duties of an Agent.

May be assigned to perform special projects, such as tagging and reporting apparently abandoned vehicles to Department of Sanitation Central Control.

Operates a motor vehicle in the performance of duties.

May direct and control traffic during snow or other emergencies as the need arises.

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SANITATION ENFORCEMENT AGENT (continued)

Assignment Level II

In addition to performing all the duties of Assignment Level I, under supervision, performs the following duties:

Examples of Typical Tasks

Trains Sanitation Enforcement Agents at Assignment Level I to write, issue and research summonses and to perform all other Assignment Level I tasks.

Investigates and writes reports on more complex or unique complaints, field surveys, unusual incidents, accidents, and damage to vehicle or property caused by enforcement activities.

Performs special projects and conducts research of records to gather information regarding owners of abandoned vehicles and property, where this information is difficult to determine.

In the temporary absence of the supervisor, may assume the duties of that position.

Qualification Requirements

A four-year high school diploma or its educational equivalent.

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SANITATION ENFORCEMENT AGENT (continued)

License Requirement

A motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of employment.

Additional Qualification for Assignment Level II

To be assigned to Assignment Level II, in addition to meeting the above education and license requirement, at least one year of satisfactory service as a Sanitation Enforcement Agent, Assignment Level I, is required.

Direct Lines of Promotion

From: None

To: Associate Sanitation
Enforcement Agent
(71682)