

ASSOCIATE SANITATION ENFORCEMENT AGENT

Duties and Responsibilities

Supervises Sanitation Enforcement Agents in the performance of field duties and is authorized to prepare and issue summonses for certain violations 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; notarizes summonses. All personnel perform related work and assignments. There are three assignment levels within this class of positions. The following are typical assignments within this class of positions.

Assignment Level I

As supervisor of a number of sectors, assigns work on a daily basis according to established schedule; performs tasks such as the following:

Examples of Typical Tasks

Consults with District Superintendent to determine areas of special needs; makes appropriate modifications and notifications.

Conducts Roll Call twice daily to ensure that subordinate agents are present, properly attired and equipped and fit for duty.

Prepares reports regarding such matters as the assignments and activities of subordinate agents, number and types of summonses issued, condition of equipment and vehicles assigned, public complaints and productivity of sanitation enforcement sector.

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OCCUPATIONAL GROUP [301]

CODE NO. 71682

ASSOCIATE SANITATION ENFORCEMENT AGENT (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Evaluates work performance of subordinate Sanitation Enforcement Agents; provides on-the-job and/or formal training; recommends disciplinary action when appropriate.

Operates assigned motor vehicle to patrol, inspect and assist subordinate agents in assigned area; uses hand-held and vehicle two-way radios.

Investigates complaints received from members of the public regarding such matters as unsanitary conditions and the conduct of subordinate agents.

Reviews reports of field surveys of unsanitary conditions and other reports and forms prepared by subordinates; reviews summonses for accuracy, completeness and legality. May issue summonses.

May testify in court regarding details of summonses issued. May supervise and perform security duties relative to department premises and facilities.

Assignment Level II

As zone coordinator of a number of districts, schedules tours on a weekly basis; makes appropriate notifications; performs tasks such as the following:

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ASSOCIATE SANITATION ENFORCEMENT AGENT (continued)

Assignment Level II (continued)

Examples of Typical Tasks

Reviews reports regarding such matters as the assignments and activities of subordinate agents, condition of equipment and vehicles assigned, public complaints and productivity of sanitation enforcement sectors and districts; reviews vehicle activity and other reports submitted by subordinates.

Prepares extensive survey reports based on reports made by subordinates concerning sanitary conditions of streets, lots and other public areas.

Operates assigned motor vehicle to patrol and inspect assigned area.

Evaluates work performance of subordinate Associate Sanitation Enforcement Agents; recommends and provides on-the-job and/or formal training for subordinates; recommends disciplinary action when appropriate.

Reviews and assists in case preparation for summons-related trials and may testify in court or before an Administrative Tribunal; recommends voiding of summons if investigation indicates such an action is necessary.

Assignment Level III

Coordinates the activities of all City-wide special operations units. Schedules activities and tours for each. Monitors productivity and prepares analytical reports of field activities. Submits reports recommending changes to operational policies and procedures. Carries out special assignments. Performs the duties of a Special Patrolman.

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Assignment Level III (continued)

Examples of Typical Tasks

Assists in the oversight of the Enforcement Zone units assigned to each borough and directs the Zone Coordinators in their day to day activities. Inspects field offices headed by Associate Sanitation Enforcement Agents II. Reviews reports submitted by subordinates concerning field operations, equipment and supplies and makes operational changes and adjustments as required.

Conducts investigations of complaints requiring strict confidentiality and takes corrective action when required.

Ensures the correct preparation of duty and patrol rosters. Ensures the correct preparation and maintenance of special assignment and overtime rosters. Ensures the correct assignment of personnel and equipment.

When directed, may respond to inquiries from other governmental units.

Keeps records and makes reports.

Operates a motor vehicle and various types of communication equipment.

Qualification Requirements

A four-year high school diploma or its educational equivalent and one year of full-time investigative, enforcement or related experience, or administrative experience in an enforcement setting.

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ASSOCIATE SANITATION ENFORCEMENT AGENT (continued)

License Requirements

1. A Motor Vehicle Driver License valid in the State of New York. This license must be maintained for the duration of employment.
2. A New York State Notary Public License or appointment to the Office of Commissioner of Deeds in New York City is required within six months of appointment. This license or appointment must be maintained for the duration of employment.

Additional Qualification for Assignment Level III

To be assigned to Assignment Level III, two years of satisfactory experience are required as an Associate Sanitation Enforcement Agent, Assignment Level II, supervising investigative or enforcement staff.

Special Patrolman Status:

For assignment to Assignment Level III only, must be found qualified to serve as a Special Patrolman. Special Patrolman eligibility must be maintained for the duration of employment.

Direct Lines of Promotion

From: Sanitation Enforcement
Agent (71681)

To: Administrative Sanitation
Enforcement Agent (82982)