

## **JOB DESCRIPTION:**

### **ZONING ASSISTANT / RECYCLING COORDINATOR / CLEAN COMMUNITIES / BOAT RAMP INSPECTOR / PLAYGROUND SAFETY INSPECTOR**

#### **Zoning Assistant:**

Report questionable building to the Zoning Officer i.e. buildings, sheds, fencing, and etc.

Assist with code enforcements.

Place door hangers on residents out of compliance for trash, recycling, yard waste, electronics, and lawn/ grass maintenance.

Follow up on residents not in compliance with the above.

#### **Recycling Coordinator:**

Help to ensure businesses and residents follow recycling guidelines.

Coordinate with the ACUA on recycling efforts and issues.

Attend meetings at the ACUA as required.

Provide new residents and businesses with the how, why, and importance of recycling.

Follow up throughout the city to ensure recycling is taken place.

Prepare and submit tonnage grant report for the state.

Respond to inquiries from businesses and residents on recycling questions and concerns.

#### **Clean Communities:**

Schedule school programs on clean communities and recycling.

Coordinate NJCC with keeping Absecon clean.

Report abandon shopping carts on streets to proper business to remove and follow up.

Remove illegal roadway advertising signs.

Request clean up areas to the Absecon Green Team.

Plan and promote Absecon Green Day cleanups and Shred day event.

Prepare and submit Clean Communities Report to the NJCCC.

### **Safety**

Check playground equipment weekly, and complete 6 full inspections per year.

Report safety issues on roadways and streets to police, public works, county and DOT as needed when observed. (Signs down, potholes, broken curbs, and etc.)

Faunce Landing boat ramp - checked two to three time a week for any observed safety issues.

Inspect city flags quarterly at the various locations throughout the city.

### **Miscellaneous Functions:**

Run errands for the city.

Cover other city departments as needed.

Promote and distribute Concerts in the Park posters and flyers.

Flags lowering and return to full staff.

Investigate missing trash and recycling containers for residents.