

NUISANCE ABATEMENT OFFICER

FLSA STATUS – Non-Exempt

DESCRIPTION OF WORK

The Nuisance Abatement Officer, an “At Will” employee, under the direction of the Fire Chief or his designee, is responsible for enforcement of Title Eight of the Rawlins City Ordinances (garbage and refuse, nuisances, dangerous conditions) and other duties as assigned.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Performs a variety of code enforcement inspections on public and private property, and follow-up as necessary; inspects property for nuisances, trash, debris or related unsanitary, unhealthy or unsafe conditions as set forth in Title Eight, Chapters 8.08, 8.16 and 8.18; responds to citizen inquiries and complaints; uses the computer to access data for notices and citations; prepares correspondence outlining code regulations and violations; investigates complaints of property, nuisance and related code violations; issues citations, notices or abatements as necessary; maintains records and reports; maintains contact information, prepares a monthly report documenting activities, contacts and prosecutions; testifies in court as necessary; performs other duties as assigned by the Building Official.

OTHER DUTIES:

Works with all departments of the City to abate nuisances and dangerous conditions; meets with community organizations and groups; and other duties as assigned.

QUALIFICATIONS

Working knowledge of computers and their operation.

Working knowledge of municipal codes and nuisance ordinances.

Ability to develop and attain applicable goals and objectives in compliance with City requirements.

Ability to conduct oneself professionally in court, in public, on the telephone and to deal with the public in a courteous manner.

Ability to prepare accurate and concise reports.

Ability to establish and maintain effective working relationships with employees, officials and the public.

Ability to work independently.

Ability to plan, organize, and schedule work.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to maintain confidentiality.

Skill in assembling and preparing data for reports.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform moderate physical work and to lift and carry up to 50 pounds;
Ability to stand, walk, run, sit, ride, climb, bend, kneel, crawl, twist, reach, grasp, push, pull and perform similar body movements;
Possesses hand/eye/foot coordination adequate to inspect buildings, operate office equipment and a vehicle;
Ability to talk and hear in person, by telephone and two-way radio;
Ability to see and read instructions, codes and inspect buildings to determine compliance or non-compliance with codes.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation from high school and two years of experience in code enforcement or in similar field.

SPECIAL REQUIREMENTS: Possession of a valid driver's license.

Rawlins/February 2009