

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: AF153 Nuisance Abatement Officer
POSITION #/TITLE: 2556, 2567 Nuisance Abatement Officer	Adopted: 07-09
	Revised: 07-15

POSITION DESCRIPTION

Dept /Division: Building Services	Manager Level: Non-Manager
Salary Plan/Description: AFS/AFSCME	Salary Grade: 32
Reports To Position #/Job Code #/JC Title: 2551/NB449/Building Services Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Light	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Civil Service Exam, Written Property Maintenance Code Test
Personal Protective Equipment: None	

General Statement of Duties

Provides technical services through investigation, inspection and enforcement to assure that residential and commercial properties are maintained in conformance with the City's nuisance and housing codes (Chapters 22, 29 and the I.P.M.C.) and all other relevant city and state codes.

Distinguishing Features of the Class

Works under general supervision and exercises some discretionary authority in making decisions concerning nuisance and housing code violations and compliance.

Examples of Essential Work (Illustrative Only)

Surveys, inspects, investigates, evaluates and enforces requirements for residential, commercial properties and vacant lots to determine compliance with the property maintenance code and other related building & fire codes;

Responds to complaints concerning nuisance and housing code violations on public or private property received from the public, other property owners, tenants, landlords, Neighborhood Associations, City Council members and other City staff and the SAFE-CR Program;

Maintains daily manual and computerized records of inspection, including findings and recommendations;

Photographs violations, uses GIS and other resources to identify property parcels, obtains property deed and contract information from the City Assessor's Office and uses the information to prepare correspondence and violation notices;

Composes letters of compliance or non-compliance, including recommendations of corrective measures;

Performs follow-up inspections to assure compliance;

Makes presentations of findings to Housing Board of Appeals and/or Nuisance Hearing Examiner;

Posts public notices of housing that is unfit for human habitation;

Posts Notices of Abatement Hearings on private property owner's homes informing them of date and time of their required Nuisance Abatement Hearing;

Attends and testifies at bi-weekly Nuisance Hearing Examiner hearings held within the city and when required at Civil Court regarding Ordinance violations;

Conducts daily inspections via city vehicle of City right-of-ways, alleys and private property to ensure both customer and non-customer compliance with the City's Municipal Code governing Nuisance and Housing;

Discusses nuisance or housing code violations with property owners and advises how compliance may be obtained;
Prepares monthly, yearly or special reports, as necessary, regarding Nuisance Abatement activities;
Contacts owners and tenants to provide technical assistance and to promote improved property maintenance;
Attends meetings as required;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Knowledge of local (Chapter 22, 29 and I.P.M.C.) and state codes, laws, ordinances and regulations related to rental housing, minimum housing standards and nuisance code;
Knowledge of the principals and practices of housing, building, electrical, plumbing, mechanical, sanitation, fire and neighborhood code enforcement inspections and procedures;
Knowledge of inspection techniques;
Skill in relating observations of conditions to housing code provisions;
Skill in preparing written reports of inspection findings and correspondence;
Ability to recognize unsafe conditions in building construction and related systems, including electrical, mechanical, plumbing and fire safety concerns;
Ability to obtain information from inspections and investigations, establish and maintain complete and accurate records;
Ability to provide excellent customer service to internal and/or external customers per city and departments standards;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from High School or GED; and
A minimum of two years experience either with code enforcement work or performing multi-family residential property maintenance; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's License.
Ability to obtain an ICC Certification as a Property Maintenance and Housing Inspector & One (1). Residential Inspector ICC Certification within 12 months of appointment.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hard copy form;
Sufficient manual dexterity, which permits the employee to operate a keyboard and produce handwritten materials and notations;
Sufficient personal mobility, which permits the employee to visit various and other work areas in the City and attend a wide variety of work sites within the City.