

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: AF187 Nuisance Abatement Worker
POSITION #/TITLE: 0259 Nuisance Abatement Worker	Adopted: 03-15
	Revised: 03-16

POSITION DESCRIPTION

Dept /Division: Utilities/Solid Waste and Recycling	Manager Level: Non-Manager
Salary Plan/Description: AFS/AFSCME	Salary Grade: 25
Reports To Position #/Job Code #/JC Title: 1245/NB219/Solid Waste & Recycling Superintendent	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: Very Heavy	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Physical Qualifications, Standard Word, Excel, Power Point, Access, Proficiency Test
Personal Protective Equipment: Safety Boots Required (Steel Toe and Puncture Resistant Sole)	

General Statement of Duties

Provides assistance to the Operations Manager, Solid Waste Abatement and Litter and Illegal Dumping Officers to ensure that both public and private properties are maintained in conformance with the City's Nuisance Codes and Ordinances and other related city and state codes. Performs related work as required.

Distinguishing Features of the Class

Works under general supervision in making decisions concerning weed, brush and mowing nuisances, solid waste abatements and solid waste violations and code compliance. Lead duties will be exercised over contract employees and may be exercised over the work of other City staff, when required.

Examples of Essential Work (Illustrative Only)

Assists the Solid Waste Recycling Operations Manager with the City's annual Weed Control and Mowing Services Program as well as the Winter Sidewalk Clearing Program;
 Responds to complaints concerning solid waste, weed, brush and mowing nuisances on public or private property or snow on public sidewalks received from citizens or City staff;
 Conducts inspections of City right of ways, alleys and private property to verify complaints;
 Photographs violations, uses GIS and other maps to identify property parcels, obtains property deed information from Assessors Office via computer and in person and uses the information to prepare correspondence and violation notices which are issued to property owners whose properties are in violation of City Code and identifying when solid waste and weed, brush, mowing and snow nuisances must be abated;
 Provides front line public relation activities by maintaining a professional attitude when dealing with the public and other city staff;

Discusses solid waste weed, brush, mowing or snow nuisance violations with property owners and explains solid waste abatement codes and advises property owners on how compliance may be obtained; Utilizes ENERGOV computer software program to create, document, track and maintain precise and accurate nuisance complaints received by citizens and to prepare work orders for the city's mowing contractor and reports for the Solid Waste Recycling Operations Manager; Assists in monitoring completion of job assignments to ensure compliance with standards and instructions; Re-inspects public or private property to verify maintained compliance with the City's Nuisance Codes Provides addresses to the Street Maintenance Division and follow up inspections of properties not in compliance with the Annual Winter Sidewalk Clearing Program, as requested; Assists and backfills, when required, the Solid Waste Nuisance and Litter and Illegal Dumping Officers positions and all matters related to the Solid Waste and Recycling Division's Municipal Code Chapter 24 and specific provisions of Chapter 22 and 29 as well as all activities associated with litter control; Drives and operates, as required, Leaf Vacuum Trucks and the various other pieces of equipment in the Solid Waste and Recycling Division including their mechanisms for loading and unloading; Represents, as required, Division in Public Services projects such as, neighborhood clean-ups, presentations to schools, community groups, etc.; Attends staff meetings, conferences, workshops and training as required; Performs all work duties and activities in accordance with City, State and Federal 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 public relations principles, practices and techniques in order to interact with the public and successfully resolve difficult situations;
 Knowledge of the operation of tools and equipment used in weed, brush, mowing or snow plowing operations and the collection, transportation and disposal of solid waste, yard waste, other organics and recyclables;
 Acquired knowledge of Municipal and State Codes pertaining to weed and brush control, mowing, sidewalk snow clearing, solid waste nuisances and littering;
 Acquired knowledge of City Geography;
 Ability to maintain confidential records;
 Ability to work cooperatively, communicate effectively and establish and maintain effective working relationships with the general public, City staff and other Government employees concerning nuisance abatements, both orally and in writing, to accomplish job responsibilities;
 Possess excellent organizational skills to ensure timely completion of work tasks and to meet deadlines;
 Ability to prepare accurate and reliable reports using both technical and non-technical language containing findings, recommendations and conclusions;
 Ability and proficiency in operating a personal computer using program applications appropriate to assigned duties and 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 a GED; and

Experience in weed control, mowing, snow removal and solid waste, yard waste and recyclables collection operations, including experience performing nuisance abatement work and continued competency in duties performed and use of required equipment; or
Any equivalent combination of experience and training, which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications
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Valid State of Iowa Commercial Drivers License (Class B) with air brake endorsements and valid Medical Examiners Certificate.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to review written correspondence, read reports and related material, in both electronic and hard copy form, make field inspections of weed, brush, mowing or snow nuisances and solid waste, yard waste and recyclable collection activities and understand and interpret regulatory guidelines and operate equipment and tools;

Sufficient manual dexterity and strength, which permits the employee to perform at a level which meets the physical demand rating for the job, operate required vehicles for Solid Waste operations and nuisance abatement operations, computerized equipment, other office equipment, produce handwritten materials and notations, use hand and power tools and make field inspections;

Sufficient personal mobility, which permits the employee to make field inspections, visit various sites both easily accessible and which may require climbing and stooping to access, move and collect Solid Waste abatement material, operate and inspect required equipment used to perform abatement clean ups, react quickly when working around equipment and operate equipment and hand and power tools.