

NUISANCE ABATEMENT OFFICER
Salary Range: \$31,332 - \$48,565

Performs intermediate technical work investigating and enforcing various codes and ordinances and abating violations of County ordinances, assisting and providing information to the public in regards to County ordinances, preparing and maintaining files and records and preparing reports.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Distinguishing Features of the Class

An employee in this class performs solid waste management ordinance enforcement, litter control, enforcement of Junkyards and Abandoned Motor Vehicles Ordinance and other nuisance abatement ordinance and code enforcement and related enforcement duties. Work includes interpreting and explaining ordinances and codes to the public and working with property owners to comply with the local rules and regulations. Work also includes processing enforcement paperwork and may require appearance in court cases. The employee is exposed to inside and outside environmental conditions, vicious animals, and irate citizens. Work is performed under the limited supervision of the Planning Director and is evaluated through conferences, review of assigned projects, and reactions of the public and property owners.

Duties and Responsibilities

Essential Duties and Tasks

- Investigates citizen complaints regarding code violations and nuisances such as illegal dumping, home businesses, illegal construction or occupancy, tall grass, weeds, dilapidated structures, trash, debris, etc.
- Communicates with business and property owners and homeowner associations concerning violations.
- Enforces junk vehicle, junkyard, signs, litter control and other solid waste management ordinances; insures follow-through in abatement activities and enforces removal of non-compliant vehicles, litter, etc.
- Assists with daily inquiries from the public on interpretation of related codes and ordinances; answers questions; refers technical and precedent setting questions to planners; receives complaints, investigates and enforces compliance.
- Patrols the County to identify violations.
- Issues notices of violations; follows up daily to ensure compliance.
- Supervises Community Service Offenders; assigns tasks.
- Administers roadside litter sweeps in the spring and fall.
- Testifies in court as required.
- Prepares reports and other types of correspondence.
- Ensures that maintenance is performed on assigned County vehicle as needed.
- Assists Emergency Services; identifies areas where road and street signage are needed; assists with the installation of road and street signage.
- Assists the Director with special projects as needed.

- Establishes and maintains records of work activities and follow-up actions.

Additional Job Duties

- Maintain landfill site
- Performs other related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

- Thorough knowledge of County and department policies and procedures.
- Thorough knowledge of the principles and practices of zoning and other code enforcement functions.
- Thorough knowledge of applicable County codes and ordinances.
- Thorough knowledge of governmental laws, programs, and services related to the code enforcement processes and procedures.
- Thorough knowledge in preparing reports and other types of correspondence.
- Thorough knowledge in the use of standard office equipment and associated software.
- Thorough knowledge in the use of the equipment required for the position.
- Skill in collaborative conflict resolution.
- Ability to interpret local ordinances, rules, and regulations.
- Ability to make arithmetic computations.
- Ability to work effectively with other employees and the general public in code.
- Ability to communicate effectively in oral and written form.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, kneeling, reaching, standing, walking, lifting, fingering, grasping, seeing, talking, hearing, and repetitive motions.
- Must be able to perform medium work exerting up to 25 pounds of force occasionally, and up to 10 pounds frequently to move objects.
- Must possess the visual acuity to prepare and analyze data and figures, operate a computer, operate machines, operate a motor vehicle, perform field site inspections, use measurement devices and observe general surroundings.

Desirable Education and Experience

Graduation from high school and moderate experience in code enforcement, or an equivalent combination of education and experience.

Special Requirement

Possession of valid North Carolina driver's license.