



Community Preservation Specialist I/II

Class Specification

Revised 9/23

Class ID: 200

Unit: NAME

Probation: 6 Months

FLSA: Non-Exempt

DEFINITION

Under general supervision, seeks public compliance with the City's municipal, zoning, community preservation and nuisance, housing, and other codes through education and enforcement activities; investigates citizen complaints of public nuisances and quality of life issues, seeks voluntary compliance, issues citations and initiates abatement procedures; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Community Preservation Manager. Exercises no direct supervision.

DISTINGUISHING CHARACTERISTICS

Community Preservation Specialist I - This is an entry level position in the Community Preservation Specialist series involving the enforcement of the City's ordinances and the abatement of nuisance conditions. Initially under close supervision, incumbents with basic experience learn City systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level usually perform most of the duties required of the positions at the Community Preservation Specialist II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Community Preservation Specialist II – This is a journey level classification in the Community Preservation Specialist series. Positions at this level are distinguished from the Community Preservation Specialist I level by the performance of the full range of duties as assigned, and the ability to work independently, exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed upon completion and for overall results.

Positions in the Community Preservation Specialist class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Advise property owners and individuals requesting information on City and other code requirements.

Engage in preventive enforcement informing the public and professional groups with code requirements when appropriate.

Develop and implement effective public education strategies concerning codes and ordinances; assist in carrying out the City's public outreach strategies; participate in neighborhood associations abatement initiatives.

Work closely with homeowners, business and community groups to enhance and preserve the quality of neighborhoods through public relations, educational and code enforcement activities.

Receive and respond to complaints of violations of city codes and ordinances for residential, commercial and industrial property to an assigned geographic area in a professional manner.

Conduct field checks to uncover possible violations of City codes and ordinances including zoning, nuisance, property maintenance, and housing; contact responsible individuals in person and in writing; perform follow-up and regular field checks to ensure compliance with code requirements.

Prepare and issue citations, notices and correspondence for infractions as provided by municipal code; coordinate potential application of available loan and grant programs; prepare and present code violation cases before appropriate commissions and City Council.

Prepare detailed written reports of all cases investigated and represent the City in court and other official proceedings; prepare case information for and present evidence at appeal hearings and other legal proceedings.

Coordinate inspections and dispositions of cases with engineering, building, fire, planning, police, county health officials and other agencies.

May provide lead direction and review the work of assigned clerical staff and co-workers, as directed.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Some knowledge of basic ordinances, Housing Code, abatement of nuisance conditions and related codes.
- Investigation techniques and practices, and evidence collection and preservation.
- Methods and practices of effective public education and enforcement techniques.
- Problem solving and negotiating techniques.

Skill or Ability to:

- Read, comprehend, and learn and apply City's municipal, zoning, community preservation and nuisance, housing, and other codes, ordinance and procedures.
- Learn principles, practices, methods and techniques of code enforcement and neighborhood preservation.
- Analyze and compile technical information on code investigations and violations.
- Interview, investigate, conduct research, and learn safety techniques and practices.
- Exercise sound judgment in potentially hazardous or dangerous situations.
- Prepare clear, concise, complete, and accurate reports and letters.
- Function under a heavy workload and high pressure to correctly prioritize assignments under these conditions.
- Obtain timely compliance with the City's regulations.
- Operate personal computer applications relevant to assigned work.
- Deal frequently with individuals in challenging and confrontational situations.
- Communicate firmly, tactfully, and effectively both verbally and in writing with individuals from a variety of socio-economic and cultural backgrounds in difficult situations.
- Work occasionally after hours and on weekends.

- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Community Preservation Specialist I - Possession of a high school diploma or equivalent, and one (1) year of public contact in enforcement, inspection or investigation experience.

Community Preservation Specialist II - Possession of a high school diploma or equivalent, and two (2) years of responsible experience comparable to a Community Preservation Specialist I with the City of Newark.

Bilingual skills are desirable.

License and Certificate:

Possession of a valid driver license and a satisfactory driving record throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials, a computer screen, and to operate a motor vehicle and visit various city sites; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various city sites; possible entry into confined spaces and the use of confined entry equipment; vision to inspect site conditions and work in progress; color vision to identify hazards during inspections, The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Willingness and ability to work emergency overtime and available on call, as required. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.