



# Vehicle Abatement Officer

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## Class Specification

Revised 9/23

Class ID: 626

Unit: NPA

Probation: 6 Months

FLSA: Non-Exempt

## DEFINITION

Under supervision, responds to complaints from the public related to abandoned vehicles; enforces municipal and vehicle codes, parking regulations; maintains records; and performs related duties as assigned.

## SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the assigned Traffic Sergeant. Exercises no direct supervision over staff.

## DISTINGUISHING CHARACTERISTICS

This is a non-sworn classification responsible for enforcing parking regulations, identifying, marking and tagging abandoned vehicles, and arranging for their removal. The position is distinguished from Community Service Officer in that the latter provides assistance to sworn officers by performing a variety of low-risk public safety functions.

## EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Patrol the City to identify abandoned vehicles; respond to and investigate reports of abandoned or inoperable vehicles in violation of the Newark Municipal Code and the California Vehicle Code; take appropriate and authorized action to process and abate abandoned or inoperable vehicles outlined in the Newark Municipal Code, California Vehicle Code, and Department policy including enforcing parking regulations and issuing parking citations, conducting private property vehicle abatements, establishing and maintaining protocols for large vehicle (RV, bus) abatement, ensuring vehicle owners and/or lien holders are provided with up to date information; complete code violation report forms and take appropriate follow-up action.

Verify vehicle ownership, make proper notifications, and arrange for towing and removal of vehicles, act as City liaison for tow company.

Prepare correspondence related to investigations and compliance; perform follow-up inspections to ensure compliance.

Prepare written reports to be reviewed by appropriate City and legal staff for civil or criminal charges; issue citations to violators; prepare affidavit and inspection warrants; provide support for legal staff during formal procedures; may testify in court.

Coordinate abandoned vehicle investigations, issues, and activities with other City departments.

Review annually all applicable abandoned vehicle fees to ensure financial integrity.

Prepare, provide, and maintain detailed reports, forms, data, statistics, or other documents as necessary for program reporting and abandoned vehicle activity, including creating computer aided dispatch (CAD) reports, and tracking abandoned vehicle cases through the City's Records Management System.

Act as City liaison for the public concerning all abandoned and inoperable vehicle concerns; create and maintain guidelines and information for property owners for reporting and legally abating vehicles.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Procedures, methods, and techniques used in investigations and enforcement utilizing appropriate legal requirements and constraints.
- Purpose, principles and practices of vehicle abatement procedures.
- Specific and general provisions of the California Vehicle Code, California Penal Code, and other state laws.
- Correct English usage, including spelling, grammar, punctuation.
- Current office equipment and an understanding of general computer applications related to assigned duties.
- Effective tools to work with difficult people in conflict and conflict resolution.
- Principles and practices of record keeping.

### **Skill or Ability to:**

- Read, understand, interpret, and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues; read and interpret legal documents and descriptions.
- Inspect and identify violations of applicable codes and ordinances.
- Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
- Communicate clearly and effectively orally and in writing.
- Investigate complaints and mediate resolutions timely; prepare accurate and detailed documentation of investigation findings.
- Operate a computer, necessary software applications, and other applicable standard office equipment.
- Maintain complete and accurate logs, records, and files; research, compile, and collect data.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Follow verbal and written instructions.
- Observe and memorize names, places, and incidents; read maps.
- React quickly and calmly in emergency or hazardous situations and adopt an effective course of action.
- Take directions and work independently as needed; work within a chain-of-command system.
- Apply judgment, discretion and initiative in performing work of average complexity.
- Apply policies and procedures consistently and in accordance with available guidelines.
- Plan, organize, and prioritize work.
- Observe safety principles and work in a safe manner.
- 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:

Possession of a high school diploma or equivalent, and six (6) months of experience dealing with the public in an enforcement, inspection, investigation, or high demand customer service capacity.

**License and Certificate:**

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

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to respond to service calls and meeting sites; will also work outdoors which may include exposure to inclement weather conditions, noise, fumes, dust, air contaminants and heavy traffic conditions; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Sitting, standing, walking, reaching, twisting, turning in the performance of daily activities. 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 frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

**ENVIRONMENTAL CONDITIONS**

The job duties will expose the employee to the outdoors, which may include exposure to inclement weather conditions, noise, fumes, dust, air contaminants and heavy traffic conditions. Employees also work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases. Willingness and ability to work any shift; work holidays, weekends, scheduled and emergency overtime; be available on call, as required; wear uniform required; comply with departmental grooming standards.