



CITY OF BARTLESVILLE
ABATEMENT/COMPLIANCE OFFICER – NEIGHBORHOOD SERVICES
COMMUNITY DEVELOPMENT

JOB SUMMARY

Under general supervision performs a variety of maintenance and labor duties associated with the abatement of properties. Maintenance on Lawn equipment/mowers, chainsaws, weed eaters, blowers (including but not limited to oil changes, blade sharpening), As needed, provides inspection services of property for violations of City Codes including, but not limited to nuisance and zoning violations, and investigates potential violations of these codes and works to bring them into compliance. Performs other duties as assigned.

DESIRABLE QUALIFICATIONS

Education and Experience: High School diploma or GED; and, two to three years of progressively responsible related experience; or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. **Licenses and Certifications:** Valid State Driver's License.

Knowledge of: Methods, equipment and materials utilized in the identification of nuisance violations and abatement. Operation and maintenance of all assigned tools and related equipment. Record keeping, report preparation, filing methods and record management techniques. Applicable state, federal and local ordinances, laws, rules and regulations. Safe operating procedures for motorized equipment and tools. Basic repair and maintenance of general equipment used while performing the essential functions of the position. Standard business arithmetic, including percentages and decimals. **Skill in:** Using tact, discretion, initiative and independent judgment within established guidelines. Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction. Communicating clearly and effectively, both verbally and in writing. Operation and maintenance of all assigned tools and related equipment. Preparing clear and concise reports, correspondence and other written materials. All computer applications and hardware related to performance of the essential functions of the job. **Mental and Physical Abilities:** Ability to read and interpret documents such as safety rules, abatement laws, abatement procedures and so forth. Ability to understand and carry out verbal and written instructions, giving close attention to details and accuracy. Ability to follow established safety procedures and legal guidelines. Ability to recognize, identify, utilize and implement proper safety tools and equipment required to perform the essential functions of the job. Ability to deal with problems involving several concrete variables in standardized situations. Ability to establish and maintain effective working relationships with a variety of individuals and agencies. While performing the essential functions of this job the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb, balance, stoop, kneel, crouch, or crawl speak and hear, and lift and/or move up to 50 pounds. While performing the essentials of this job the employee is frequently required to lift and/or move up to 100 pounds. **Working Conditions:** While performing the essentials of this position the incumbent is frequently exposed to outdoor weather conditions; work in high or precarious places; conditions including, but not limited to fumes, noxious odors, dusts, mists, gases, mold, mildew and poor ventilation that affect the respiratory system, eyes, or the skin; bodily injury from electrical shock, and moving mechanical parts of equipment, tools or machinery. The incumbents working conditions are typically moderately quiet, but may be very loud at times. Working time may require irregular hours, and/or on call status. Must be able to work in a very stressful environment where constructive feedback from others is encouraged. Must not pose a direct threat or significant risk of substantial harm to the safety or health of himself/herself to others. Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the City's safety policies and rules and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel. Must maintain regular and acceptable attendance at such level as is determined in the City's sole discretion. Must be regularly available and willing to work such hours as the City determines are necessary or desirable to meet its business needs. Must be available and willing to work overtime per day or per week as the City determines is necessary or desirable to meet its business needs. Must be available and willing to work such weekends and holidays as the City determines are necessary or desirable to meet its business needs. Must be available and willing to travel to such locations and with such frequency as the City determines is necessary or desirable to meet its business needs.

HOW TO APPLY: Submit Application to Human Resources, second floor, City Center, 401 S. Johnstone Ave.

Accepting applications: April 1, 2019 through April 15, 2019 or until filled.

Salary varies depending upon qualifications; salary begins at \$13.03 per hour.

AN EQUAL OPPORTUNITY EMPLOYER
City of Bartlesville
401 S. Johnstone/ Bartlesville, OK 74003/ (918) 338-4221