

**PLEASE POST FOR ALL APPLICANTS TO READ
Macon Bibb County Government**

POST DATES: 04/25/2017 to Until Filled **EEOC CODE:** **CLASS CODE:**

CLASSIFICATION TITLE: Abatement Officer II

JOB CLASS (GRADE):

HOURLY RATE: \$17.30

LOCATION: Business Development Services

WORK HOURS: 8:00 AM - 5:00 PM

DEPT. HEAD: Marcus Robinson

WORK WEEK: Mon. - Fri.

(X) REPLACEMENT () NEW REQUIREMENT

JOB SUMMARY:

The Abatement Officer II is responsible for work relating to the enforcement of the Department's Property Maintenance Code, the Local Weed, Debris and Inoperable Vehicle Ordinance, and Abatement Codes Program for multi-family and commercial properties.

QUALIFICATION REQUIREMENTS:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Monitors and tracks more difficult cases for proper disposition including preparation for court.
2. Inspects residential and commercial properties to determine compliance with the Property Maintenance Code.
3. Provides expertise and assistance to general public and other governmental agencies.
4. Generates and maintains written records involving the property maintenance activities.
5. Prepares detailed analysis on the subject properties utilizing advanced skills.
6. Recommends, enhances, and processes improvements to the Property Maintenance Manager.
7. Recommends remedial action on the subject properties to the Property Maintenance Manager.
8. Maintains professional and technical knowledge of existing and ongoing code changes.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Abatement Officer II must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of applicable state and local property maintenance codes, laws, and ordinances.
- Knowledge of housing codes and the enforcement process.
- Knowledge and proficiency using personal computers, programs, and databases.
- Ability to determine code compliance through field inspections.

- Ability to read and interpret blueprints, architectural drawings, plans, and specifications.
- Ability to maintain effective working relationships with other employees, professional engineers, architects, contractors, and with the general public.
- Ability to maintain a variety of records and make reports, both orally and in writing, from such records.
- Effective written and oral communication.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Abatement Officer II must possess, at a minimum, a High School Diploma or GED with two (2) years of college/technical school in commercial building construction or related field; a minimum of three (3) years of experience in commercial construction, as a certified building instructor, engineer, architect, or foreman; or any equivalent combination of education and experiences which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS:

- Must possess a valid Georgia Driver's License.
- Must acquire certification as an ICC Property Maintenance and Housing Inspector within 12 months of hire.
- Must have 12 months experience as an Abatement Officer I.
- Must acquire additional certification as determined by the Property Maintenance Manager.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

None.

TRAVEL:

The Abatement Officer II will be required to travel to meetings throughout Macon-Bibb County as necessary.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, co-workers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light-to-medium demands with intermittent sitting, standing, and occasional lifting of lightweight objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily an indoor office work area, although the incumbent is occasionally required to work outdoors and is exposed to inclement weather conditions.

If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at www.maconbibb.us. Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER