



CITY OF CERES

**ABANDONED VEHICLE ABATEMENT OFFICER
(PART-TIME GRANT POSITION)**

DEFINITION

Performs work to address abandoned vehicle abatement and occasional property maintenance issues within the City. This is a part-time, non-regular, grant-funded at-will position. As such, the position is not eligible for city benefits and the individual may be released from the position without cause.

SUPERVISION RECEIVED AND EXERCISED

The position receives general supervision from an assigned supervisor. The position does not exercise supervision over other personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Respond to and investigate complaints either from the public or self-initiated of abandoned vehicles within city limits.

Take appropriate and authorized action to abate abandoned vehicles per state and local regulations.

Prepare necessary reports, provide statistics or other documents as necessary for program reporting.

Provide assistance with other property maintenance and blight mitigation activities.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license.

Tools and Equipment Used:

Two-way radio, telecommunication devices, personal computers.

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.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee may occasionally lift and/or move up to and including 25 pounds unassisted. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee occasionally works in outside weather conditions, and be exposed to vehicle exhaust emissions. The noise level in the work environment is usually quiet in the office to moderately noisy in the field.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

DEPARTMENT: Public Safety

DIVISION: Police

BARGAINING UNIT: Unassigned\Not Represented

POSITION:

APPROVAL:

Approving Authority

EFFECTIVE DATE: 5/1/02

REVISION: 7/9/18