

CITY OF RUSK, TEXAS
LITTER ABATEMENT OFFICER

Job Title: Litter Abatement Officer

Department: Community Development

Reports to: City Manager and Community Development Director

Job Summary:

To investigate, remove and prevent illegal dump sites within the City. Assist Community Development Director with ordinance violations involving litter. Create and implement an education program regarding illegal dumping and the effects on the community and environment. Monitor trail cameras to identify persons responsible for illegal dumping. Issue citations and follow cases through the court system.

Principal Duties and Responsibilities:

Essential and other important responsibilities and duties may include, but are not limited to the following:

1. Responds to and investigates complaints of local and state laws, ordinances or code violations including, but not limited to illegal dump sites, trash, junk vehicles, etc by inspecting various properties and establishments.
2. Meets directly with property owners, managers and tenants regarding complaints to achieve awareness and compliance with various regulations.
3. Issues citations and/or files affidavits and administrative warrants and testifies in court in those cases when voluntary compliance is not obtained.
4. Provides information to violators and the general public regarding applicable codes, laws and ordinances.
5. Issues notices of violations.
6. Performs necessary administrative and clerical work for activities related to litter abatement.

7. Maintains a records management program for the litter abatement files.
8. Prepares a variety of written reports, memos, and correspondence; documents and maintains records of litter abatement activities; compiles findings, photographs, and other evidence of non-compliance and prepares case for potential legal actions.
9. Prepares related litter abatement correspondence and notices, researches property owners, and contacts contractors for correction of violations.
10. Independently composes, compiles and prepares correspondence, reports and related documents in accordance with department policies and applicable laws.
11. Testifies in court as required.
12. Provides assistance to the public with complaints and inquiries and directs citizens to the appropriate authority when appropriate.
13. Responds to and resolves difficult and sensitive citizen inquiries, complaints or concerns.
14. Performs special assignments related to community awareness programs and compliance initiatives, as assigned.
15. Maintains all Department-issued equipment in good working order, maintains City-owned vehicles in proper working order.
16. Performs all other duties as may be required by the City Manager or Community Development Director.

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

Qualifications:

Knowledge, Skills and Abilities:

Must have the ability to define problems, collect data, establish facts and draw valid conclusions. Must possess knowledge of applicable local, state and federal codes. Must possess knowledge of City ordinances; knowledge of the content, intent and application of State and local laws;

knowledge of Departmental policies and procedures, as well as City policies and procedures; must have good oral and written communication skills.

Must possess the ability to effectively present information and respond to questions from the general public. Must possess excellent customer service skills in order to work with the public, employees, supervisors and other entities. Must possess the ability to respond to inquiries, complaints and requests for service in a fair, tactful and firm manner. Must be capable of working independently in the absence of supervision. Must possess the ability to prepare clear and concise written reports; ability to communicate effectively, both orally and in writing; ability to analyze situations accurately before taking effective action; ability to enforce federal, state and municipal laws; ability to work with the public in a courteous and respectful manner.

Experience and Education:

High school diploma or GED supplemented by additional specialized training in code enforcement, building inspections or related field(s); must be 21 years of age; must complete TCEQ Law Enforcement training within six months of hire.

License and Certificates:

Possession of a valid Class C Texas Driver’s License. Must obtain certification in TCEQ Law Enforcement within six months of hire.

Working Conditions/Environment:

The work environment characteristics described herein 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.

Work as a Litter Abatement Officer is performed in both office and field settings generally during, but not limited to, business hours on weekdays. While performing the duties of a Litter Abatement officer, the employee works both indoors, primarily in an office environment, and outdoors, often in inclement weather conditions, including but not limited to rainy, wet, humid, snow, ice, cold and hot weather conditions. The employee occasionally works near moving mechanical parts, is occasionally exposed to fumes or airborne particles, extreme cold, extreme heat, loud noise, vibrations, and may be exposed to unsanitary conditions.

Work may involve contact with individuals who may become argumentative or hostile.

Work may involve cooperation with City departments, local elected officials, and other State, County or local enforcement agencies.

Tools and Equipment Used:

The Code Compliance Officer must possess the skills to use and operate a personal computer, including spreadsheet, word processing and data base software, copy machine, fax machine, digital camera and software, city vehicle, police radio, trail cameras and other equipment as assigned.

Physical Demands of the Position:

The physical demands described herein 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 sit, stand, walk, talk, hear and observe; use hands and fingers, handle or operate objects, controls, or tools and equipment as listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; and taste or smell.

The employee will be required to carry, drag, and/or lift objects in excess of 50 pounds. The employee is typically required to move materials weighing up to ten (10) pounds on a recurring basis. The employee will be responsible for the clean-up/removal of all materials left at illegal dump sites.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Hazards:

Conditions of this job present high stress and a threat to personal safety; the employee will have to deal with argumentative individuals, enter unsafe sites, clean unsanitary conditions; may be required to work an extended work schedule during emergency situations.

Conditions of Employment:

The City of Rusk has established the goal of a 100% drug and alcohol-free workplace. Applicants will be required to undergo drug and alcohol testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. Must have and maintain a satisfactory driving record.