



Abandoned Vehicle Abatement Officer

Summary

Receive and respond to complaints from the public related to abandoned vehicles; patrol the City to enforce municipal and state vehicle parking and abatement codes, regulations, and laws; interpret and explain codes, regulations, laws, and City codes related to parking and vehicle abatement.

Class Characteristics

General supervision is provided by a Police Sergeant or designee.

This is a non-sworn position responsible for identifying, marking, and tagging abandoned vehicles, arranging for their removal, and enforcing parking regulations.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:

Receive and respond to questions and complaints from the public regarding abandoned vehicles, parking citations, and codes, regulations, and laws related to vehicle abatement; interpret, explain, and enforce City parking and vehicle abatement laws.

Patrol the City and locate, mark, and tag vehicles which appear to be abandoned on either public or private property; enforce parking regulations and issue citations.

Conduct follow-up inspections of all previously marked vehicles to determine if vehicles should be towed; arrange and oversee towing of all abandoned vehicles.

Prepare and maintain daily activity logs and all necessary reports.

Act as a liaison with tow companies and the public.

Pick up and deliver property and/or evidence.

Assist in performing traffic control during accidents.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

Skills/Abilities:

Enforce parking and vehicle abatement laws and regulations.

Receive and respond to requests and inquiries from the public.

Interpret, apply, enforce, and explain municipal and state vehicle parking and abatement codes, regulations, and laws.

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Prepare and maintain accurate records and prepare clear and concise reports.

Use sound independent judgment within established guidelines.

Deal tactfully and effectively with those encountered in the course of the work, including hostile and irate citizens.

Perform various clerical and administrative support functions.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move weight up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The employee occasionally works without use of a vehicle. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Principles and practices of customer service and public relations.

Principles and procedures of record keeping.

Principles of basic report preparation.

Routine investigative procedures.

Safety practices pertaining to area of assignment.

Principles and practices of effective customer service.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Experience:

One year of experience working with the public. One year of parking enforcement or abandoned vehicle abatement experience is desirable.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Additional Requirements:

Must be available to work off-shift hours, including weekends and/or holidays.

Established: 03/03/14

Resolution #: 2014 – 042 N.C.S.; 2021 – N.C.S.

Revised: 12/20/21

Department: Police

FLSA Status: Non-exempt