

CITY OF HELENA



Position Title: Code Enforcement & Weed Control **Department:** Parks/Eng.
Position #: 13509 **Grade:** 134
EEO Category: (08) Service Mnt **FLSA:** Non-Exempt
EEO Function: (06) Natural Resources **Work Comp Code:** 9410

DEFINITION

Under direction, to perform a variety of duties involved in the enforcement and communication of weed control, policies and ordinances as well as duties involved to assist the Engineering Division. Position will be shared between Parks and Recreation Department at 60% and the Engineering Division at 40%.

SUPERVISION RECEIVED

Supervised by the Director of Parks and Recreation and the City Engineer.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Receive complaints of violations of the nuisance and noxious weed ordinance; investigate and notify the property owner of the property on which there is a violation; investigate to see if the owner has complied or not; if not, notify appropriate personnel to control the weeds; inspect site once again.

Prepare billing for enforcement of the weed ordinance. Administer and keep records for weed grants.

Verify and review forms and reports for completeness and conformance with established regulations and procedures; apply specialized knowledge of divisional and program policies and procedures determining completeness of forms, records, and files.

Collect, compile, and analyze information and data related to the weed control program; check and tabulate statistical data, write reports which present and interpret data; identify alternatives, make and justify recommendations; prepare and assemble reports, manuals, articles, announcements, and other informational materials.

Maintain detailed calendar of division activities.

Operate modern office machines and equipment including word processors, typewriters, printers, copiers, calculators, and FAX machines.

Inspect Americans with Disabilities Act ramps.

Analyze situations and make appropriate decisions without immediate supervision.

Respond to specific and technical requests for information and assistance from the public, city staff, and representatives of other organizations; interpret regulations, procedures, policies, systems, rules, and precedents in response to inquiries and complaints; research and gather information to provide accurate answers and information; resolve concerns and complaints; refer more technical questions or issues to appropriate city staff; ensure follow-up to unanswered inquiries.

Serve as a resource person regarding city weed control regulations.

Receive, compile, and organize information for the preparation of correspondence, documents, and reports as assigned; prepare correspondence, documents, and reports. Establish and maintain complete records.

Important & Essential Duties cont.:

Verify and review forms and reports for completeness and conformance with established regulations and procedures; apply specialized knowledge of divisional and program policies and procedures in determining completeness of forms, records, and files.

Coordinate efforts with the weed and parks divisions of the department of parks and recreation as well as the Lewis & Clark County extension service, county weed control department, and city's natural resource coordinator.

Develop and implement a weed management plan for the City of Helena property. Spray herbicide on city property and open space.

Educate and inform the City of Helena's citizens on identifying, preventing, and destroying noxious weeds through both knowledge and materials.

Work closely with citizens, business owners, landowners, railroad, state, and federal agencies to fight noxious weed infestations. Maintain accurate database of every action taken from initial contact through enforcement.

Enforce the City of Helena boulevard and landscape right-of-way ordinance.

Enforce numerous other City ordinances and codes such as encroachment on City property and vegetation obstructions.

Deal with people in very sensitive and often times unpleasant situations.

Use GIS software to find ownership, property boundaries, and mark and log points of interest.

Write contracts and hire contractors for weed spraying.

Represent the City at County Weed Board meetings and in City court.

Print plats, plans, and base maps of the City for City staff, contractors, and public.

Maintain accurate fields and records of all engineering data catalogued by the City Engineering department.

Review property legal descriptions and maps for accuracy.

Provide information to general public, outside agencies, developers, contractors, and others as required.

Reassess storm water tax and fees.

Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge.

Enforce and investigate snow removal complaints.

Enforce and investigate sidewalk complaints.

Process requests for creating parking districts, adding or removing signs, and extending yellow paint on curbs.

On-site storm water inspections.

OTHER JOB RELATED DUTIES

Perform other duties as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor

instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

GIS

Microsoft Word, Excel, Arc Map, Arc Explorer, and Auto CAD

GPS and data dictionaries

Weeds and herbicides

Basic principles and practices of engineering and surveying as applied to City public works operations.

Terminology, methods, and techniques used in the construction of public works engineering projects.

Techniques and methods used in inspections and surveying.

Principles and practices of data collection.

Principles and techniques used in dealing with the public.

Modern office practices, methods, and equipment including computer equipment and applicable software programs.

English usage, spelling, vocabulary, grammar, and punctuation.

Principles and procedures of record keeping.

Principles of basic report preparation.

Safe driving principles and practices.

Principles and practices of Americans with Disabilities Act for public right-of-ways.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Deal with people in very sensitive and oftentimes unpleasant situations.

Operate surveying equipment and map reproduction equipment.

Operate computer aided design, mapping, GIS systems and equipment.

Ability to:

Learn the procedures and functions of the assigned position.

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to the Weed Control Program.

Understand the organization and operation of the assigned division, department, and the city as necessary to assume assigned responsibilities.

Respond to inquiries and requests for information from the public and city personnel regarding policies and procedures.

Ability to cont.:

Work cooperatively with other departments, officials, and outside agencies.

Analyze situations carefully and adopt effective courses of action.

Independently prepare correspondence and memoranda.

Compile and tabulate data and information and prepare summaries and reports.

Perform accurate mathematical computations.

Understand and follow oral and written instructions.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Prepare and maintain technical engineering records and prepare reports.

Prepare complete and accurate maps.

Collect, compile and analyze information and data.

Physical Demands & Work Environment

Ability to work in standard office environment with ability to sit, stand, walk, crouch, stoop, squat, climb, and lift 50 lbs; exposure to outdoors; ability to travel to different sites and locations, and ability to hike all City property and open space. Ability to work in a standard office environment.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

One-year experience in dealing with the public. Experience in working with computers and computer software including Microsoft, Word, Excel, Auto CAD and GIS software. One year responsible technical engineering and construction experience; one year experience in dealing with people in very sensitive and often times unpleasant situations.

Training:

Full four-year course of study in any field leading to a bachelor's degree from an accredited college or university.

License or Certificate:

Possession of or ability to obtain, an appropriate, Montana Driver's License with an acceptable driving record. Possession of or ability to obtain an operator's herbicide license.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____

Effective Date: September 2008