



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 794.1

Job Title: **ABATEMENT SPECIALIST**

Pay Grade: 14

GENERAL SUMMARY:

Performs, coordinates and may schedule field activities in the abatement of nuisance and dangerous building violations throughout the City of Houston by utilizing various equipment and Harris County probationers, as well as coordinating work with other City departments, contractors, and citizens.

RESPONSIBILITIES:

- Leads and schedules work assignments for a crew of Harris County probationers to perform labor associated with abatement of weeds, debris, illegally dumped tires and dangerous building violations throughout the City that may also include building demolition.
- Ensures probationers have adequate work supplies and properly functioning equipment, as well as training to properly use the equipment, in order to perform assigned tasks.
- Uses and performs/schedules preventative maintenance on a variety of equipment, such as hand and power tools and heavy equipment.
- Mobilizes and operates heavy equipment to include, but not limited to, tractors, grappler, back-hoe, etc. Also, shuttles probationers in a van and uses pulling tractors.
- Maintains daily sign in logs and daily reports on the probationers to be submitted to Harris County.
- Prepares monthly reports such as equipment evaluation, inventory, etc. as requested and/or required.
- Observes and implements safety regulations and ensures the probationers do the same. Maintains safe and clean work and storage areas.
- Performs additional maintenance activities, such as painting, carpentry, fence building, demolitions and general building maintenance, and other duties as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade which might normally be acquired through up to 18 months of education or training beyond the high school level. Vocational competence in the operation of mechanical or electronic equipment may be required.

EXPERIENCE:

One year of experience in building or mechanical maintenance is required.

License: Must have a valid Texas driver's license and comply with the City of Houston's policy on driving. Preference will be given to applicants with a valid Texas class A or B Texas Commercial Driver's License.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

Regularly leads or provides work direction for a work crew of Harris County probationers.

Indirect Supervision:

No indirect supervision.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring moderate tact and cooperation.

External Contacts:

Level of external contact is primarily with lower-level service representative and vendors. Interaction requires moderate tact and cooperation; e.g., scheduling and /or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

PHYSICAL EFFORT:

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:

There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Abatement Specialist

Effective: March 2012