

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Demolition Abatement Specialist**

**Department: Community Development**

**Pay Grade: GS.06**

**Supervision Received From: Chief Insp Code Enforcement**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 7/31/15**

**Revision Dates: 4/1/25;**

**9/3/24; 10/20/23; 1/11/23**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for executing every aspect of the demolition & abatement processes and ensuring that documents, records, and departmental standard operating procedures comply with federal, state and local regulations and ordinance as it relates to code enforcement for housing, litter, overgrowth, illegal dumping, and inoperable/abandoned vehicles.

Duties include: measuring structures to determine square footage for demolition; measuring and determining cubic yardage and area for litter and overgrowth, and requirements for boarding; preparing cost estimates, meeting with contractors to discuss scope of work; ensuring that safety guidelines are followed related to asbestos and other hazardous materials; maintaining demolition and abatement budgets; developing requirements for demolition and abatement RFPs for the bidding process; preparing powerpoint presentation for Demolition Hearings; reviewing and correcting information on the RFDs prior to the Demolition Hearing.

Assists the Public Officer during the Demo Hearing; keeping abreast of changes in state and local regulations, codes and ordinances and recommending appropriate changes to standard operating procedures; coordinating with governmental agencies, public entities, contractors, property owners, and the general public; reviewing, editing and approving inspection files, reports, court case files and other documentation and performing other Code Enforcement duties. Works under limited supervision.

### **SERIES LEVEL:**

The Demolition Abatement Specialist is the second level of a four-level code enforcement series.

### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Ensures departmental compliance with applicable federal, state and local laws, ordinances, regulations, and codes; analyzes internal departmental processes and procedures; and recommends and implements procedural/policy changes to improve operations and comply with regulations.

Issues work assignments to contractors, and serves as the liaison between the contractors and the department.

Instructs and reviews administrative support in demolition activities including demolition orders, notifications, and court actions.

Creates, reviews, and evaluates code enforcement documents, including but not limited to, demolition orders, municipal liens, municipal inspection reports, citations, court case files and request for demolition write-ups to detect and correct errors in procedures, regulation compliance, documentation details, grammar and spelling.

Serves as a quality control liaison between staff and management.

May prepare, rewrite and edit documents to improve compliance with departmental standard operating procedures and regulatory requirements.

Approves code enforcement documents for managerial review.

Develops specific goals and plans to prioritize, organize and accomplish work to include deadlines for receiving, reviewing, and processing documents.

Examines documentation such as mortgages, liens, judgments, easements, plat books, maps, contracts and agreements in order to verify factors such as properties' legal descriptions and ownership.

Confers with realtors, lending institutions, courthouse personnel, in order to exchange title-related information or to resolve title-related problems.

Establishes standards for demolition and payment requests to include, but not limited to write-ups, proper before/after photos, and supporting documentation.

Performs preliminary demolition assessments; coordinates demolition with requisite staff. Routinely inspects and reviews lot cleaning and mowing work performed by various outside contractors to ensure conformance with existing contracts.

Maintains schedules/dockets and records of all courts and court cases including judgments, future court dates, compliance/non-compliance, and injunctions; distributes court dockets to appropriate staff.

Assists in maintaining statistical data of code activity for the department (number of inspections, re-inspections, court cases, demolitions, and abatement/demolition costs).

Coordinates with City departments, local agencies, and other entities as needed to ensure compliance with applicable standards.

Prepare correspondence, reports of inspections or investigations, as directed.

Completes code enforcement inspection duties as assigned.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

Reports to the division manager.

DEPARTMENT SPECIFIC DUTIES (if any):

**MINIMUM QUALIFICATIONS:**

High school diploma or GED required and vocational/technical degree with training emphasis in building construction or specialized trades, supplemented by three (3) years previous experience and/or training that includes related building construction and inspection work.

Must have experience working with legal documents and compliance regulations, making oral presentations and preparing written reports. Must have excellent math skills that include geometry and be able to prepare accurate structure drawings and cost estimates.

**LICENSING AND CERTIFICATIONS:**

Valid Driver's License, obtain ICC/AACE Property Maintenance & Housing Inspector Certification within twelve (12) months of employment. Keep Certification current by utilizing Code Enforcement training opportunities to receive CEUs. Be able to obtain a Special Police Commission (unarmed).

**KNOWLEDGE AND SKILLS:**

Knowledge of supervisory principles; applicable federal, state and local laws, ordinances, codes, rules, regulations, policies, and procedures; basic investigation techniques; caseload management principles; construction and building maintenance principles; inspection procedures; customer service principles; basic courtroom procedures and practices; and the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.

Skill in prioritizing and assigning work; performing title searches; providing customer service; conducting field inspections of properties; identifying code violations; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; using a computer and related software applications; preparing documentation for court proceedings; preparing and maintaining records; being careful about details and thorough in completing work tasks; proficient oral and written communication skills; and, general knowledge of administrative and clerical procedures.

**PHYSICAL DEMANDS:**

Position in this class typically requires: reaching, lifting, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

**WORK ENVIRONMENT:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force

frequently, and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to fumes, odors, dusts, gasses, extreme temperatures, and infectious diseases.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation – CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.