

## TOWN OF WILBUR, WASHINGTON

Class Specification - Title: NUISANCE DIRECTOR Position Status: PART-TIME/CASUAL AS NEEDED Supervisor: MAYOR
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### POSITION OVERVIEW

The Nuisance Director performs inspection and education functions to enforce the Town's Public Nuisance Ordinance and contribute to a safer, higher quality of life in the Town of Wilbur.

### EXAMPLES OF PRINCIPAL DUTIES

Provides information to the public on the Town's regulations dealing with public nuisances as defined by Town ordinances. Prepares written and verbal reports including abatement notification according to established procedures. Provides documentation and/or testimony at court proceedings as necessary. Works with property owners and rental property managers, home owner groups, and citizens to ensure compliance with Town codes. Works with the Planning Commission and the Town Clerk/Treasurer. Performs other duties as may be assigned.

### WORKING ENVIRONMENT

This position works approximately twenty (20%) percent of the time in an office environment and eighty (80%) percent of the time in the field. Field work involves driving to and from sites of inspections with exposure to normal driving hazards, weather conditions and irate citizens. Must have the ability to attend meetings outside normal working hours.

### KNOWLEDGE & ABILITIES

Thorough knowledge of nuisance abatement codes and ordinances. Knowledge of conflict resolution techniques and negotiation skills required. Must be knowledgeable in personal computer usage, including word processing programs. Must have a high degree of organizational ability, flexibility, confidentiality, telephone and public service skills.

EDUCATION & EXPERIENCE

Graduation from high school or equivalent. Valid motor vehicle operator's license required.

EQUIPMENT USED

The following is an itemized listing of equipment that may be used in the performance of this job:

Computer, photocopier, digital camera, telephone

All equipment will be provided by the Town of Wilbur to perform this position.

WAGE:

This position is part-time/casual employee. The wage is \$16.64 per hour.