



## City of Pittsfield *Job Description*

<b>Position Title:</b>	<b>Nuisance Control Officer</b>	<b>Grade Level:</b>	<b>04/70</b>
<b>Department:</b>	<b>Public Health</b>	<b>Union/Non-Union:</b>	<b>Union, S&amp;P</b>
<b>Reports to:</b>	<b>Public Health Director, Senior Sanitarian.</b>	<b>Date Prepared:</b>	<b>07/2011</b>

### **Job purpose**

The Nuisance Control Officer will conduct inspections pertaining to exterior property maintenance and neighborhood health & safety and investigate complaints in accordance with all applicable City ordinances and M.G.L. Chapter 111 to ensure compliance of regulations. The Nuisance Control Officer reports directly to the Public Health Director and Senior Sanitarian.

### **Duties and responsibilities**

- 1) Responds to, investigates, interprets, and takes action to complaints, general inspections, violations and to ensure properties are brought up to compliance including issuances of 40U violation tickets when prudent.
- 2) Collaborates with several City of Pittsfield Departments including Fire, Community Development, Legal and Building.
- 3) Assists the City departments, as needed, to comply with Local, State, and Federal Laws.
- 4) Demonstrates knowledge of all applicable city ordinances and M.G.L. Chapter 111.
- 5) Prepare for and testify at Board of Health 40U hearings and court proceedings.
- 6) Attend continuing education programs and obtain appropriate certification as needed or requested by the Public Health Director.
- 7) Performs all other duties as assigned or required.

### **Qualifications**

- 1) High School Diploma or Equivalent
- 2) Knowledge of all applicable City Ordinances and M.G.L. Chapter 111.
- 3) Excellent interpersonal and communication skills needed to deal with various agencies such as public, city, social service and the courts.
- 4) Strong computer and organizational skills with the ability to prepare reports, communications, and to maintain records.
- 5) Willing to work under a variety of conditions, including but not limited to outdoors, businesses and private homes. Weekends and evenings may be required upon request.

6) Must possess a valid Massachusetts driver's license and have the use of a registered motor vehicle.

7) Proficiency in Microsoft Office, including Word, Excel, and Outlook.

**Working conditions**

This is an office-based job in a dynamic municipal building. While performing the duties of the Nuisance Control Officer, the incumbent is required to: interact and communicate frequently with the public, government officials, other staff members and boards, and/or third parties transacting business with the City. Work is often performed outdoors requiring incumbent to perform job functions in all weather conditions. Travel to inspection sites is required.

**Physical requirements**

Operates standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal building which may include flights of stairs. Lifts/moves objects weighing up to 10-20 pounds.

**Direct reports**

None

<b>Approved by:</b>	<i>Michael J. Taylor</i>
<b>Date approved:</b>	07/2011
<b>Reviewed:</b>	10/2019