



# City of Newark

## *Position Announcement*

### **Vehicle Abatement Officer Regular, Full-Time (Benefited)**

*Contingent upon City Council approval as recommended on June 27, 2019.  
This position will remain open until filled. The first review of applications is July 12, 2019, or  
when the first 100 qualified applications are received, whichever comes first.*

#### **THE POSITION**

This is a full-time position in the Police Department. Under supervision, the Vehicle Abatement Officer responds to complaints from the public related to abandoned vehicles; enforces municipal and vehicle codes, parking regulations; maintains records; and performs other duties as assigned.

The position of the Vehicle Abatement Officer is a non-sworn classification responsible for enforcing parking regulations, identifying, marking and tagging abandoned vehicles, and arranging for their removal. The position is distinguished from Community Services Officer in that the latter provides assistance to sworn officers by performing a variety of low risk public safety functions.

#### **THE IDEAL CANDIDATE WILL POSSESS**

Essential Duties (Duties may include, but are not limited to, the following):

- Locates, marks and tags vehicles which appear to be abandoned on either public or private property.
- Conducts follow-up inspections of all previously marked vehicles to determine if vehicle should be towed; arranges and oversees towing of all abandoned vehicles.
- Prepares and maintains daily activity log and all necessary reports; enforces parking regulations and issues citations.
- Acts as a liaison with tow companies and the public.
- Answers a wide variety of questions from the public regarding parking and related traffic laws, location of public buildings, parks and other points of interest; interacts with hostile and irate parking violators; responds to complaints from the public.

#### **Knowledge of:**

- Business English and an understanding of general computer programs (Microsoft Word, Adobe).
- Effective tools to work with difficult people in conflict and conflict resolution.

#### **Ability to learn:**

- Follow verbal and written instructions; tactfully communicate factual information regarding parking violations; act in a courteous and effective manner when dealing with the general public and/or irate parking violators.

- Observe and memorize names, places and incidents; read maps.
- Prepare and complete required forms, records of work, and reports describing activities, problems, incidents, and special circumstances.
- React quickly and calmly in emergency or hazardous situations and adopt an effective course of action.
- Operate standard office equipment including copiers, calculators, personal computers and radio equipment.
- Take directions and work independently as needed; work within a chain-of-command system.
- Apply judgment, discretion and initiative in performing work of average complexity.
- Apply policies and procedures consistently and in accordance with available guidelines.
- Plan, organize, and prioritize work.
- Establish and maintain cooperative working relationships with those that may not be supportive of the actions being taken.
- Provide excellent customer service to the public and City employees.
- Observe safety principles and work in a safe manner.
- Procedures, methods, and techniques used in investigations and enforcement utilizing appropriate legal requirements and constraints.
- Purpose, principles and practices of vehicle abatement procedures.
- Specific and general provisions of the California Vehicle Code, California Penal Code, and other state laws.

**Willingness to:**

- Wear and maintain a uniform which includes a bullet-proof vest.
- Complete required training, including training in the use of chemical agents for personal protection.

**Ability or Skill to:**

- Ability to read and understand parking ordinances and code.
- Ability to convey meaning of parking ordinances to public.
- Ability to learn standard broadcasting procedures.
- Ability to learn related State and City ordinances; County government and other government agencies for coordinating cases involving multiple agencies.
- Ability to learn principles of investigation; criminal and civil court proceedings.
- Ability to learn computers and a variety of general and specialized programs; the use of electronic information equipment and specific systems as used within the department.

**QUALIFICATIONS**

**Education and Experience:**

The minimum qualifications for education and experience can be met in the following way:

- A high school diploma or GED equivalent, AND six months of public contact experience.

**Licenses/Certificates:**

- Possession and continued maintenance of a valid class C California driver's license and a safe driving record.

## **Working Environment:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing 25 pounds and up, is also required. The job duties will expose the employee to the outdoors, which may include exposure to inclement weather conditions, noise, fumes, dust, air contaminants and heavy traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

## **HOW TO APPLY**

**Interested candidates must apply at <https://www.calopps.org> and are encouraged to submit their resume.**

**The first review of applications is July 12, 2019, or when the first 100 qualified applications are received, whichever comes first.**

**The position will remain open until filled.**

## **SELECTION PROCESS**

The selection process will consist of a review of applications to determine those applicants who are qualified. The best qualified candidates will be invited to continue in the selection process which may consist of an oral panel interview, practical exercise and/or written exam. **The tentative interview date is to be determined.** Candidates will be notified by either email or phone regarding the interview process.

We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please contact the Human Resources Department prior to the final filing date for accommodation requests. Extensive confidential background check is required for this position. All applicants must pass a Police Background Check prior to a conditional offer of employment.

At the completion of the interview, candidates will be placed in alphabetical order and within bands on the Eligible List.

Prior to receiving a conditional offer of employment, the candidate will be required to successfully complete fingerprinting and a background investigation, which will include a polygraph. Upon receiving a conditional offer of employment, the applicant must complete a City-paid pre-employment medical examination to include testing for the presence of drugs and alcohol. Applicants must be successful in all phases of the selection process to be considered for the position.

In accordance with the Immigration Reform and Control Act, all potential employees are required to provide proof of U.S. Citizenship or authorization to work in the United States. All new employees are required by law to sign a loyalty oath.

All government employees are disaster service workers as defined by California Government Code Section 3100. In addition to everyday duties, employees have the added responsibility of helping throughout any disaster.

## **COMPENSATION & BENEFITS (\*\**May Be Subject To Change*\*\*\*)**

**\*\*\*SALARY: \$5,026.70 to \$6,110.03 per month**

### **\*\*\*BENEFITS**

- **Health Insurance:** Effective January 1, 2019, the City contributes up to \$821 per month towards medical, dental, and vision coverage.
- **Retirement:** CalPERS 2.5% @ 55 for Classic members or 2.0% @ 62 for New PEPRA members. The City does not participate in Social Security. The City participates in Medicare.
- **Vacation Accrual:** 6.667 to 16.667 hours per month and depending on length of service.
- **Sick Leave:** 8 hours per month.
- **Holidays:** 13 holidays.
- **Deferred Compensation:** Voluntary participation.
- **Life Insurance and AD&D:** City-paid \$20,000 policy.
- **Long-term and Short-term Disability:** Voluntary participation.
- **Health & Fitness:** Free use of the Silliman Activity & Family Aquatic Center (excluding classes and rentals).

**\*\*\* *The compensation rates and benefits may be subject to change***

## **NEWARK COMMUNITY**

The City of Newark is located in Southern Alameda County at the east end of the Dumbarton Bridge, 30 miles south of Oakland and 15 miles north of San Jose. Newark was incorporated as a General Law City in 1955 and has a Council/Manager form of government. Newark's population is approximately 47,531, with an encompassed area of approximately 13 square miles. Newark enjoys Bay Area benefits while maintaining a small town atmosphere.

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