

Blight Mitigation Specialist

SUMMARY/PURPOSE

To assist property owners in mitigating blight by connecting them with available resources to rehabilitate buildings at risk for further deterioration and/or vacancy. Assist with coordination activities for related City offices/departments and community service agencies.

SUPERVISION RECEIVED

This position is supervised by the Deputy Chief of Life Safety.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist property owners and tenants, through consultation, in maintaining their dwellings, premises, non-dwelling structures, and vacant lands in a safe, legal, and sanitary manner.
2. Connect property owners with resources to support rehabilitation and compliance with housing codes, building codes, and related ordinances.
3. Maintain ongoing community engagement of at-risk neighborhoods to increase awareness of existing programs such as the Housing and Redevelopment Authority's (HRA) Revolving Loan Fund, City's Housing Trust Fund, and other programs.
4. Coordinate with Housing Inspectors and Property & Solid Waste Compliance Officers on inspections and follow-up, when necessary, on vacant and/or blighted properties.
5. Check on the work progress of code violation corrections and follow-up with property owner as needed.
6. Coordinate with City offices/departments on demolition process for properties that are beyond rehabilitation and abandoned by property owner.
7. Utilize computer systems and associated software.
8. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
9. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Associate's Degree in social work, building inspection, construction science, code enforcement, property rehabilitation, or a related field, and two (2) years of full-time experience working in community engagement, regulation/code enforcement, building inspection, or construction management; OR a minimum of four (4) years of related education and/or full-time, verifiable professional experience to include community engagement, regulation/code enforcement, building inspection, or construction management as a primary responsibility.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - B. Acquire and maintain International Property Maintenance Certification within one (1) year of employment.
3. Knowledge Requirements
 - A. Knowledge of problem-solving and conflict-resolution techniques.
 - B. Knowledge of barriers to accessing community resources.

- C. Knowledge of, or the ability to learn, City policies and procedures.
 - D. Knowledge and application of applicable Minnesota state codes, local codes, and ordinances.
 - E. Knowledge of proper inspection methods and procedures.
 - F. Knowledge of business computer application software, office methods, and procedures.
4. Skill Requirements
- A. Skill in coordinating the efforts of governmental agencies, private industries, and the general public.
 - B. Skill in effective oral and written communication.
 - C. Skill in providing excellent customer service.
 - D. Skill in dealing with difficult customers and stressful situations.
 - E. Skill in the use of computers and application software.
 - F. Skill in managing one's own time.
 - G. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
- A. Ability to establish and maintain effective working relationships with property owners, tenants, advocacy groups, contractors, and the general public.
 - B. Ability to use a computer to maintain case management records and prepare clear, concise reports.
 - C. Ability to read and interpret codes and ordinances.
 - D. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - E. Ability to communicate and interact effectively with members of the public.
 - F. Ability to communicate effectively both orally and in writing.
 - G. Ability to understand and follow instructions.
 - H. Ability to problem-solve a variety of situations.
 - I. Ability to work independently with little supervision.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR: HD	Union: Basic	EEOC:	CSB: 12/15/2021	Class No:
WC: 9410	Pay: 30	EEOF:	CC:	Resolution: