

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is currently seeking qualified candidates for the following part time non-career position.

JOB CLASSIFICATION: Code Assistant I/Blight Abatement

STARTING SALARY: \$10.00-\$15.00 per hour (*seasonal- approximately 35 hours per week*)

JOB DUTIES:

- All blight abatement activities including debris removal from vacant lots, grass cutting, leaf raking, etc.
- Assist code enforcement officers in evaluation/inspection of properties for violation abatement.
- Prepare reports and maintain detailed records including photographic records.
- Provide daily work reports to Code Enforcement Billing Assistant.
- Drive city owned vehicles to and from work sites.
- Dispose of trash and waste materials from properties generated from trash hauler refusals.
- Trim trees or other vegetation.
- Shovel snow from walks, driveways, or parking lots and spread salt as required to maintain a safe walking surface.
- Ensure that supplies are properly stocked and available to respond to emergency situations during non-working hours.
- Other duties as assigned.

JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD:

- Must possess a valid driver's license and a good driving record as determined by the City of Southfield's Driving Standards.
- Experience in lawn/landscape maintenance.
- Ability to prepare, organize and maintain a variety of field data reports.
- Must be able to work independently without close supervision.
- Must have ability to effectively communicate both oral and written.
- Must have ability to establish and maintain effective working relationships with residents and co-workers; public contact experience and skills necessary to encourage cooperation and compliance.
- Requires sufficient physical ability to successfully accomplish essential functions in stated environment, with or without accommodation.
- Involves year-round exposure to variable weather conditions and exposure to hazards associated with field inspections of construction projects, irregular terrain, and vacant property.
- Applicants will be subject to a criminal history and driving check.

The selection process will include a review of the applicant's qualifications, driving record and criminal history check, and interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience.

APPLY AT: City of Southfield, Human Resources Department,
26000 Evergreen Road, Southfield, MI 48076

A Completed City of Southfield application packet is required to be considered for this position.

Applications may be downloaded from the City's website at www.cityofsouthfield.com
Completed applications can be emailed to: tbeeks@cityofsouthfield.com

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.