

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Encampment Cleanup Coordinator

UNION: 231

DEPARTMENT: Police Department

SG: 8

CS: N

FLSA: N

EEO4CODE: PR

JOB SUMMARY:

The Encampment Cleanup Coordinator is responsible for the coordination of cleanup efforts including directing on-site operations of clean up of encampments in public jurisdiction, overseeing assigned City personnel, ensuring compliance with legal and environmental standards and regulations, overseeing property collection and storage protocols, collecting data and liaising with other City departments, outside agencies, property owners, law enforcement, contractors and the public to ensure collaborative and efficient operations at assigned encampment sites. The position will participate in the Request for Proposal (RFP) process, manage all business and administrative aspects of encampment cleanup projects and provide feedback to City leaders on encampment issues, mitigation strategies and cleanup policies.

This is a non-uniformed civilian enforcement position working under a limited law enforcement commission including the ability to issue citations.

SUPERVISORY RELATIONSHIP:

Reports to the Lieutenant in charge of Outreach in the Bellingham Police Department. Works independently under general supervision and the guidance of applicable federal, State and local statutes, regulations, policies and procedures. Serves as lead on assigned projects, including assigning work to project team members, providing feedback and input into performance appraisals.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, schedules and coordinates cleanup operations at designated sites, including cleanup site identification, prioritization, public notification, coordination with the Homeless Outreach Team (HOT), oversight of cleanup work performed by City employees and contract laborers and ensuring compliance with quality, quantity, environmental and safety standards and regulations.
2. Administers contract for encampment cleanup services. Interfaces with contractor and various City departments and reviews work to ensure compliance with contract documents and appropriate guidelines, laws and regulations. Monitors contractor billing to ensure expenditures are appropriate and within approved budget. Notifies Lieutenant of unanticipated budgetary impacts. Participates in the RFP process for selection of contractor.
3. Identifies, in accordance with City policy, which abandoned materials qualify as personal valuables and oversees proper collection and storage protocols.
4. Maintains appropriate records and provides required reports and documentation on the Homeless Sharepoint site.

5. Assesses and responds to safety concerns as they arise and engages with law enforcement and public health representatives as appropriate.
6. Serves as a resource to the Mayor's Office, Police Department leadership, City Council and other City departments on complex and sensitive homeless cleanup operations. Makes recommendations regarding best options to resolve difficult problems at clean up sites. Conducts needs assessments and meets with City personnel to assure needs are being met by current cleanup operations. Assures effective communication between stakeholders. Develops and maintains effective relationships with other local government officials and the public. Represents the City on various committees or before local government bodies and community organizations.

ADDITIONAL WORK PERFORMED:

1. Performs other related duties within the scope of the classification as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Principles and practices of project management and contract administration.
- Applicable local, state and federal laws, codes, standards, policies and procedures.
- Fiscal management including cost and budget analysis, expenditure control and records management.

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Skill in:

- Planning and organizing, problem analysis and decision-making, interpersonal sensitivity, adaptability and flexibility and time management skills.
- The operation of various computer programs including word processing, spreadsheets, database programs and other applications specific to the area of assignment.
- Strong written communication skills to develop and write a variety of reports and organizational communications.

Ability to:

- Listen attentively and communicate effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed, including preparing and making public presentations which can be understood by non-technical listeners and preparing written reports, materials, correspondence, and procedures.
- Establish and maintain effective working relationships with other employees, City officials, contractors, representatives of other governmental agencies and the general public.
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform the essential functions of the job, including:
 - Frequently operate a computer and read a computer screen or typewritten page;
 - Correctible visual acuity, hearing and manual dexterity sufficient to operate a motor vehicle;

- Move between work sites, including undeveloped land and project development sites;
- Occasionally transports objects (lids, covers, etc.) up to fifty (50) pounds.

WORKING ENVIRONMENT:

Work is performed in both office and field settings. Field work often includes rough or uneven terrain in undeveloped areas and can occur in adverse weather conditions. Frequently interacts with the public in the field, which may include exposure to hostile, offensive language or interactions with angry, volatile or mentally ill individuals who may be verbally abusive or threatening. Work involves moderate risks involved in working with the public and a variety of situation-specific conditions which may include exposure to toxic materials.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor’s degree in public administration, criminal justice or related field and three years experience in code compliance or similar enforcement.
- Two years experience in code compliance, similar enforcement or related experience may substitute for two years education.
- Toxic materials handling experience preferred.
- Project management experience preferred.
- Experience with special needs populations preferred.
- In place of the above requirements, the incumbent may possess a combination of relevant education and experience which would demonstrate the individual’s knowledge, skill and ability to perform the essential duties and responsibilities listed above.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire, with periodic submission of driving abstract per City policy.
- Must pass a criminal convictions records check, background investigation and a polygraph examination. Subject to re-check every five years.
- Must qualify for a limited commission from the Bellingham Police Department.

PREPARED BY:

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REVIEWED BY: _____

Clifford R. Cook
Chief of Police