

**CLASS SPECIFICATION**  
**Noise Control Officer**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general supervision, administers the Citywide noise pollution program to ensure that noise in the City environment is within levels mandated by City Code; conducts investigations and evaluations of noise complaints and variance requests and takes action to ensure City standards are met; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single-incumbent class is responsible for planning, organizing and administering the Citywide noise control program. The incumbent is responsible for administering the Noise Variance program, and enforcing noise standards while balancing the rights of citizens, businesses and the public with respect to noise. The incumbent serves as staff to the Noise Review Board and represents the bureau and the City in meetings and hearings on matters related to noise abatement. Work is performed with considerable independence and evaluations are based on overall program effectiveness. The incumbent may supervise a small staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Administers the Citywide noise pollution program to ensure that noise in the City environment is within levels mandated by City Code; participates in developing, recommends and implements policies, systems and procedures applicable to unit responsibilities; serves as a technical resource to other unit and bureau personnel.
2. Serves as staff to the Noise Review Board; represents City positions in hearing before the Board; prepares reports on Board determinations; prepares activity reports for the Board.
3. Prepares detailed scientific analyses for noise variance applications and develops staff recommendations for variance decisions.
4. Investigates noise complaints and violations; interprets and explains Code requirements and noise standards; identifies actions necessary to rectify violations; ensures compliance with City requirements by voluntary action, mediation, citation or other means.

5. Represents the bureau at meetings, to the media, at industry organizations and service clubs; gives testimony in court actions; meets with other City agencies, explains technical issues, makes cooperative decisions, and interprets regulations.
6. Provides leadership in creating a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations.

#### **OTHER DUTIES**

1. Maintains records of all noise complaints, investigations and resolutions.
2. Provides technical assistance to other governmental agencies and the public.
3. May supervise a small staff.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Federal, state, local and City code, law and regulations on acoustical standards.
2. Principles and practices of acoustical science.
3. Acoustical research methodologies and equipment, including scientific measurement techniques and equipment calibration.
4. Principles and practices of business communication appropriate to both technical and nontechnical audiences.
5. Principles and practices of effective supervision.

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

1. Plan and administer an overall program to ensure enforcement of the City's noise regulations and standards.
2. Conduct thorough and scientifically valid evaluations and investigations of applications for noise variances and noise complaints and reach sound conclusions and recommendations.
3. Operate scientific acoustical measurement equipment.
4. Coordinate the activities of multiple agencies to resolve enforcement issues.

5. Represent the City effectively in hearings before the Noise Review Board and in meetings with groups and individuals.
6. Prepare clear, concise and comprehensive reports on noise variances and other matters.
7. Exercise sound independent judgment within established guidelines.
8. Maintain technical and other records on noise enforcement and abatement matters.
9. Exercise tact and diplomacy in dealing with sensitive, difficult and potentially volatile complainants and members of the public.
10. Establish and maintain effective working relationships with managers, employees, members of the Noise Review Board, business and community groups, the media, residents and others encountered during the course of work.
11. Plan, supervise and coordinate the work of assigned staff.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in environmental science or a closely related field; and at least five years of progressively responsible code compliance experience including noise code compliance experience; or an equivalent combination of training and experience. Experience in a public agency is preferred.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 07-01-02

Revised: 02-10-03

03-20-08 Supervision duties no longer a requirement of the class.

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

2150 NOISE CONTROL OFFICER. Adopted: 05-16-78; Revised: 07-01-92

June 2009 - Change Job Class number from 7773 to 30000737, due to system change.