

BLIGHT ENFORCEMENT OFFICER

Per-Diem Job Description

General Statement of Duties per-diem position enforces and interprets zoning and other ordinances of the town. Operates town vehicle to perform inspections. Sends out blight enforcement letters.

Supervision: Blight Enforcement Commission

Job Environment: Per-Diem position with flexible hours Monday through Friday.

Required Knowledge, Skills, Abilities and Minimum Qualifications: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

High School graduate or GED equivalent. Must be able to understand, interpret and explain to residents the Town's Blight ordinances. Written communication and math skills. Excellent interpersonal and problem-solving skills. Ability to interact with angry residents and resolve conflict. Above-average computer skills mandatory; BS & A experience a plus. Must have and maintain a valid, non-restricted Connecticut Driver's License. Prefer candidates with prior law enforcement background AND previous blight enforcement experience. Ability to read, write and speak in English. Be able to prepare documents, letters, correspondence, records and reports using correct grammar. Ability to participate in discussion, meetings and give instructions that can be understood by those listening.

Physical Demands and Work Environment: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk, sit, use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move lightweight items. Ability to move freely about the office from one workstation to another. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

The Town of Harwinton does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provisions of service. This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.