

# TOWN OF HARWINTON

## BLIGHT ENFORCEMENT OFFICER JOB DESCRIPTION

**JOB TITLE:** Blight Enforcement Officer – Per Diem

**SUPERVISOR:** First Selectman

**PURPOSE OF JOB:**

Responsible for professional and technical work involving the enforcement and administration of the Town blight ordinance to meet the goals and objectives of the Town’s Blight Task Force. Initiates investigations of blight complaints, conducts inspections of blighted properties, reports suspected violations to the Blight Task Force and initiates actions that are necessary to abate conditions that may constitute a violation.

**ESSENTIAL JOB FUNCTIONS:**

Provides reports to the Blight Task Force on blight and zoning violations. Upon determination that there is a violation of the blight code, issues warning notices, notices of violation, and citations as required to owner or non-owner occupant of violation as well as any lienholders of the property. Consults with members of the public, attorneys, architects, planners, and engineers concerning specific application of the Town blight ordinance. Responds to and investigates alleged blight ordinance violations and issues appropriate notices of violations and citations. Attends meetings of Blight Task Force as required. Assumes regulatory authority and responsibility as delegated by the Blight Task Force or First Selectman.

**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. Written communication, math skills with a working knowledge of computers, Microsoft Office, Excel, etc. Interpersonal and problem-solving skills a must. Ability to interact with residents, coworkers, outside vendors and volunteers. Ability to plan, assign, and supervise work of others. Strong proof-reading skills for accuracy and ability to be detail oriented are essential.

Considerable knowledge of the principles and practices of public administration. Considerable ability to read and interpret statutes, ordinances, and regulations. Considerable administrative ability including the ability to effectively communicate both verbally and writing. Ability to maintain effective working relationships with Town officials, employees, Federal and State officials, and the general public.

**PHYSICAL DEMANDS AND WORK ENVIROMENT**

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 and fingers to handle or feel and reach with hands and arms. The employee must frequently lift and/or move lightweight to moderate weight items. Must be able to lift a minimum of 50 lbs. Ability to move freely about the municipal buildings and/or grounds. 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.

**NOTE:**

This job description in no way states or implies that these are the only duties by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and be able to follow any other duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities To perform this job successfully the incumbents will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than “at will” relationship.

**ACKNOWLEDGEMENT**

I \_\_\_\_\_ have read this complete Job Description titled **Blight Enforcement Officer** and understand it completely.

I also acknowledge that the Job is not limited to the description and may require updating and changes to adapt to my environment. I understand what my starting wage is and have reviewed the Town of Harwinton Employee Handbook.

I further understand that I will be required to attend mandatory training as assigned by the Recreation Director or First Selectman.

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Print Name	Date
Employee’s Signature	Date