

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

**Does Not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,
or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of
employment.*

Date: 3/23/2018 **Department:** Development Services (3439)
Title: Enforcement Official (0766) **Reports To:** Code Enforcement & Zoning
Pay Grade/Salary Range: PG-108 \$31,541.94 - \$48,890.01 **Closing Date:** Until Filled

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

A professional position responsible for investigating and coordinating the enforcement of codes and ordinances pertaining to Nuisance violations, Zoning and Land Use requirements in the Highlands County Code of Ordinances. The individual filling this position should be fair-minded and capable of using considerable judgment.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Receive and investigate complaints regarding zoning and other sections of the Highlands County Code of Ordinances.
- Perform on-site inspections of properties.
- Work with property owners to achieve compliance.
- Research property ownership as required to determine all interested parties.
- Research, interpret and administer the Highlands County Code of Ordinances.
- Prepare all code cases by obtaining documents, evidence and preparing written documentation, presenting and testifying in hearings.
- Assist and advise members of the general public, contractors, land developers, etc., in preventing violations of zoning codes and ordinances.
- Respond productively to change and perform all other related tasks as required and as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the zoning codes and ordinances currently in effect for Highlands County.
- Knowledge of proper investigative techniques.
- Knowledge of procedures required for legal prosecution or other legal actions.
- Knowledge of the geographical area of Highlands County.
- Knowledge of enforcement procedures.
- Knowledge of office equipment operations and procedures.
- Skill in the area of public relations.
- Skill with having extensive contact with the general public, some in potentially adverse situations.

- Ability to work with Microsoft programs and related software.
- Ability to deal with the general public, contractors, builders, developers, etc. to accomplish total compliance with existing codes and ordinances.
- Ability to communicate orally and in writing in an effective manner.
- Ability to conduct impartial investigations.
- Ability to follow up inspections and investigations with firm but fair guidance to insure compliance.

PHYSICAL SKILLS:

The person in this position: Must be able to remain in a stationary position for 50% of the time. Must be able to frequently position self to reach files and other office items located on low shelves or the floor. Must be able to inspect and assess daily email and postal mail correspondence. Frequently communicates with the public, co-workers, and supervisors. Must be able to exchange accurate information in these situations. Frequently operates various types of office equipment to include, but not limited to a computer and copy machine. Occasionally ascends/descends stairs. Rarely moves materials and office equipment weighing up to 25 lbs. Constantly works in an indoor environment. Rarely works in inclement outdoor weather conditions. Rarely operates motor vehicle for up to four (4) hours continuously or intermittently.

MINIMUM QUALIFICATIONS:

1. **EDUCATION AND EXPERIENCE:**

Graduation from an accredited high school or possession of an acceptable equivalency diploma. Five (5) years experience in governmental work in building, zoning, or code enforcement, or as a law enforcement officer preferred.

2. **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

Must possess a valid Florida Driver's License while employed.

Prefer a minimum of Level 1 in the Florida Association of Code Enforcement (FACE). Must obtain Level 1 in the FACE within two (2) years of employment and maintain certification while employed.

3. **OTHER JOB RELATED REQUIREMENTS:**

Disaster Essential.