

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: 1/31/2019 **Department:** Development Services (3439)
Title: Enforcement Official I (0766) **Reports To:** Zoning Supervisor
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.

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 zoning complaints from the general public.
- Resolve complaints through voluntary compliance by the violator or legal prosecution in coordination with law enforcement activities.
- Conduct frequent visual inspections throughout the Highlands County area to insure compliance with zoning regulations.
- When violations are noted, attempt to correct the violation through mutual agreement with the violator.
- Prepare records and reports required for legal prosecution when resolution is not possible or practical.
- Assist Planning & Development and Zoning in the preparation of records, reports, and recommendations for the Zoning Counsel and the Board of County Commissioners.
- Assist and advise members of the general public, contractors, land developers, etc., in preventing violations of zoning codes and ordinances.
- Follows consistently the Boards policies and procedures.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Responds productively to change and performs all other tasks as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the geographical area of Highlands County.
- Knowledge of the zoning codes and ordinances currently in effect for Highlands County.
- Knowledge of proper investigative techniques and ability to conduct impartial investigations.
- Knowledge of procedures required for legal prosecution or other legal actions.
- Skill in the area of tactical enforcement procedures.
- Skill in the area of public relations.

- Skill in the area of extensive contact with the general public, some in potentially adverse situations.
- Ability to deal with the general public, contractors, builders, developers, etc. to accomplish total compliance with existing codes and ordinances.
- Ability to communicate effectively, both orally and in writing.
- Ability to follow up inspections and investigations with firm but fair guidance to insure compliance.
- Ability to establish and maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors and the general public.

PHYSICAL SKILLS:

Must be able to remain in a stationary position for 50% of the time. 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. Frequent standing and walking, including over soft or uneven surfaces. Rarely moves materials and office equipment weighing up to 25 lbs. Consistently works in an outdoor environment. Occasionally works in inclement outdoor weather conditions. Frequently 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 equivalent 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 and maintain a valid Florida Driver's License.
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.