**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Ordinance Enforcement*

## *Blight Enforcement Officer*

## GENERAL STATEMENT OF DUTIES:

## Under direction of the First Selectman, the Blight Enforcement Officer is charged with the enforcement of the Anti-Blight Ordinance of the Town of Seymour. He or she can request assistance from the Building Inspectors, Zoning Enforcement Officers, and Seymour Police Department if necessary.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Participate in the development of goals and objectives as well as policies and procedures for the Blight Enforcement Office; Make recommendations for changes and improvements to existing standards, policies, and procedures
* Participate in the implementation of approved policies and procedures
* Receive, record, and respond to citizen complaints and reports from other agencies and departments on alleged violations of blight
* Provide property owner with a notice of violation by leaving a copy with him or her or affixing it to the premises; Provide a copy of the violation to each property owner via certified mail, with return receipt
* Provide a copy of the Ordinance for Fines and Hearing procedures along with each notice of violation
* File a copy of each violation form with the First Selectman’s Office
* Schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, and discussions to ensure compliance with appropriate codes and ordinances.
* Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding ordinance enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs
* In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisor.

## SUPERVISION RECEIVED:

* Works under direct supervision of the First Selectman.

## SUPERVISION EXERCISED:

* None. He or she can request assistance from the Building Inspectors, Zoning Enforcement Officers, and Seymour Police Department if necessary.

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Thorough knowledge of Anti-Blight Ordinances of the Town of Seymour.
* Ability to investigate complaints and mediate resolutions in a timely and tactful manner.
* Ability to perform effective field inspections and to enforce orders firmly and in a professional and courteous manner based on the findings of such investigations or inspections.
* Ability to prepare accurate and detailed documentation of investigation findings.
* Ability to maintain complex logs, records, and files.
* Ability to establish and maintain effective working relationships.
* Ability to interact respectfully and courteously with members of the public.
* Communicate clearly and concisely, both orally and in writing.

## EXPERIENCE AND TRAINING:

* High school graduate or equivalent
* Experience dealing with the public in an enforcement, inspection, investigation or customer service capacity.
* Experience that includes the enforcement of municipal codes and supervisory responsibility is highly desirable.
* Must hold valid Connecticut Motor vehicle operator’s license.

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with employee’s department head, the First Selectman, in an annual meeting scheduled each January
* The First Selectman will conduct an annual employee performance review each January and mid-year review each July.
	+ A formal, written report on the employee’s performance will be completed by the First Selectman and the Department Head. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.