



EMPLOYMENT OPPORTUNITIES CITY OF HUNTSVILLE

Department of Human Resources
308 Fountain Circle, Municipal Building-1st Floor
Huntsville, AL 35801
(256) 427-5240
<https://www.huntsvilleal.gov/government/jobs/>

**INVITES APPLICATIONS FOR THE POSITION OF:
License and Permit Enforcement Officer (Grade 14)
Department: Inspection
An Equal Opportunity Employer**

SALARY

\$ 20.47 - \$34.72 Hourly
\$ 1,637.60 - \$2,777.60 Biweekly
\$ 42,577.60 - \$72,217.60 Annually

JOB #5054

OPENING DATE: 04/26/22

CLOSING DATE: 05/10/22 06:00 PM

NATURE OF WORK:

This is license permit and enforcement work. Work involves reviewing, issuing and enforcing license and building permit ordinances. Work also involves responsibility for insuring that all building permits and vendors under municipal authority operate with correct and valid licenses. Work may be performed in the field and/or the office. Work is performed according to city ordinances and related state laws and is reviewed by a supervisor for compliance with ordinances and laws. Incumbents are required to conduct their work with a minimum of direct supervision. provides information and recommendations to developers, engineers, contractors and the general public of proper procedures to achieve licensing and permitting laws and regulations. Explains licensing and permitting laws and discuss remedies and alternatives to encourage compliance with regulations. Conducts on-site inspections to properties where construction has been reported without license contractors or proper permits. Provides information and recommendations on various licensing and permitting law enforcement problems. Gathers evidence and performs investigations regarding violations if litigation is required. Issues citations if violations are not corrected. Compiles files of evidence and testify in court as to evidence gathered. Prepares court cases and work with field inspectors of the City of Huntsville Inspection Department, Community Development, Fire Department and Huntsville Police Department if needed. Prepares and maintains necessary records and reports. Requires regular and prompt attendance plus the ability to work well with others and work well as a team.

Physical and Environmental Factors:

Work is performed in an office or field setting. Work in the field exposes the employee to all weather conditions and requires the operation of a motor vehicle in a variety of traffic conditions. Office work is essentially sedentary with occasional walking, bending, lifting or minimal physical activities. Field work requires frequent physical effort such as standing and walking. Computer work requires manual dexterity.

Minimum Education, Training and Experience:

High school diploma from a school accredited by a regional accrediting agency recognized by the U.S. Department of Education or GED certificate issued by the appropriate state agency, with considerable experience which provides knowledge of City ordinances dealing with business licenses; prior experience in the construction industry preferred; or any equivalent combination of education, training, and experience that demonstrates the above listed knowledge, skills, and abilities. Considerable knowledge of laws and regulations governing license and building permits in the City. Considerable knowledge of established policies, methods, and procedures in licensing and collection of license fees. Skill in interpersonal relations in dealing with the public in a friendly and courteous manner. Skill in the operation of a personal computer. Ability to keep and maintain records and to write reports. Ability to enforce city ordinances in a fair and impartial manner. Ability to conduct thorough and accurate investigations. Ability to accurately interpret and apply the provisions of pertinent laws, ordinances, and policies. Ability to operate a calculator rapidly and accurately.

Necessary Special Requirements:

Possession of a valid driver's license and safe driving record

Applicants May Obtain a Copy of the City of Huntsville's EEOP Short Form Upon Request