

Zoning Enforcement Officer/Inland Wetlands Enforcement Officer

Duties

- Reviews and interprets town ordinances and regulations related to planning and zoning and inland wetlands and watercourses.
- Reviews building, zoning, subdivision, and site plans for compliance with ordinances and regulations. Conducts site inspections as necessary to determine compliance.
- Provides information and technical assistance to residents, developers, contractors, and other members of the public on compliance with regulations and explains options available. Maintains at least 9 regular office hours per week to be available to the public for such consultations but does not exceed 19 hours in a given week.
- Performs inspections to determine compliance with permits issued and enforcement measures.
- Explains procedural matters and legal requirements to town staff and the public.
- Performs administrative duties, including preparation of reports, maps, agendas, legal notices, and variances.
- Attends routine meetings and site walks of the Planning & Zoning Commission (2 meetings per month) and the Inland Wetlands and Watercourses Commission (1 meeting per month).
- Investigates zoning complaints and violations and documents actions taken in response.
- Works with property owners to resolve complaints.
- Issues cease-and-desist and abatement orders.
- Works with attorneys in preparation and conduct of litigation related to zoning and protection of inland wetlands and watercourses.

Supervision

Reports to the Chairman of the Planning & Zoning Commission and the Board of Selectmen. Receives functional supervision from the chairmen of the Planning & Zoning Commission and the Inland Wetlands & Watercourses Commission. Receives general supervision from the First Selectman.

Qualifications

- Bachelor's degree in Urban Planning, Public Administration, or related field, and two years of responsible experience in municipal zoning enforcement; or equivalent combination of education and experience.
- Valid driver's license and reliable motor vehicle.
- Knowledge and experience in principles and practices of municipal planning and zoning, including applicable regulations and property rights.
- Knowledge and experience in principles and practices of protection of wetlands and watercourses, including state and federal laws and regulations.
- Ability to analyze, interpret, and administer the provisions of the state and local ordinances, statutes and regulations on zoning, land use, and environmental protection.
- Experience in reviewing site and plot plans.
- Ability to use Microsoft Office applications, including Word and Excel; GIS maps; and other specialized software.
- Ability to establish and maintain effective work relationships with the public and associates.
- Ability to express ideas effectively in oral and written form to associates, developers, contractors, realtors, the general public, and appointed boards and commissions.
- Physical ability to make field inspections and negotiate rough terrain.
- Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.
- Certified Zoning Enforcement Official (CZEO) designation by the Connecticut Association of Zoning Enforcement Officials (CAZEO) must be obtained within one (1) year of hire date.

Salary

- A salary range of \$40 - \$50 per hour dependent on qualifications and experience.