

JOB DESCRIPTION

ASSISTANT ZONING ENFORCEMENT OFFICER

Full-time, 35 hours per week, Union position

BASIC FUNCTION

Under the supervision of the Planning, Zoning and Development Coordinator and administrative supervision of the First Selectman, performs inspection, investigative and administrative duties to assure that existing and proposed development complies with local regulations and related state and federal statutes and regulations. Conducts field inspections for Zoning compliance and permit applications.

PRINCIPLE RESPONSIBILITIES AND DUTIES

Conducts field inspections for zoning applications and compliance including those associated with building permit applications, erosion control and general surveillance. Performs inspections at construction sites and other places of permitted activity. Assists in ensuring compliance with approved plans and permits, including soil and erosion control measures.

Initiates enforcement activities to enable proactive zoning compliance and responds to and investigates complaints.

Assists in the enforcement of the Zoning Regulations, as necessary, by preparing requisite documentation, drafting notices of violation (cease and desist orders), and following up in a timely manner until compliance is achieved.

Assists in the review of building permits for zoning compliance and the coordination of applications with other Town boards, departments and counsel as required.

Provides day-to-day coordination with other staff within the Building, Health, Water Pollution Control and Wetlands Departments. The position will involve a near constant necessity to both track what other departments are doing and to keep others updated regarding Zoning activities.

Maintains and utilizes land use information using the Town's various computer technologies. The Land Use Office presently utilizes a file management system, Muncity, for the tracking of permits and enforcement complaints. Position would involve use of this system.

The Assistant Zoning Enforcement Officer, under the supervision of the Zoning Enforcement Officer, shall meet with applicants to the Zoning Board of Appeals to determine the need for a variance or appeal of an order, assists applicants with the paperwork necessary to apply to the Zoning Board of Appeals; reviews applications for accuracy and completeness (including fee collection); indicates that an application has been completed accurately; submits reports on applications reviewed; attends Zoning Board of Appeals meetings for appeals taken of Cease and Desist Orders issued by the Assistant Zoning Enforcement Officer.

Assists with answering of questions on applications, permits, complaints and related procedures at the joint counter for all Building, Zoning, Health, Water Pollution and Wetlands activities, and responding to questions submitted via email, telephone or through the Town's website.

Participates in ongoing professional education and training.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the municipal, state and federal ordinances, regulations and statutes.

Specific knowledge of land use and environmental ordinances regulations and statutes preferred. This position will require ability to ascertain which regulations apply to specific proposed activities and uses.

Ability to interpret all types of building and site plans including topographical maps, aerial photographs, soil maps; to comprehend engineering and architectural drawings, blue prints, and construction specifications; and to research environmental and historical land use.

Ability to exercise judgment and to communicate in a tactful, diplomatic and professional manner. The position involves a great deal of public contact, involving people with a variety of levels of expertise. Good communication skills and patience are important.

Ability to prepare clear and concise written reports and correspondence and to provide comprehensible oral presentations concerning information, problems and recommendations on environmental, and zoning issues.

Ability to establish and maintain effective working relationships with land use and other department staff, the public and members of various boards/commissions while enforcing regulations.

Ability to perform field inspections under a variety of conditions and in a construction site environment.

Skilled in personal computer operation and business software. Knowledge and understanding of geographic information systems.

REQUIRED EQUIPMENT OPERATION

Operate a department computer, including software, databases and GIS, computer programs and databases, and standard office equipment; drives a motor vehicle.

Operates standard office equipment, including computer with wordprocessing, database, spreadsheet and GIS programs; operates typical field equipment.

REQUIRED QUALIFICATIONS (Minimum)

Graduation from an accredited two or four year college or university with an emphasis in Environmental Science, Earth Science, Ecology, Urban Planning, or related field plus 3 years experience in zoning enforcement, municipal, regional or state land use, or an equivalent combination of education, training and experience.

SPECIAL REQUIREMENTS

Connecticut Association of Zoning Enforcement Officials Certification or Zoning Enforcement Technician strongly preferred. Should the applicant not have these certifications at the time of hiring, applicant will be required to obtain one or the other certifications within two years of date of hire as a condition of continued employment.

License or Certificate: Connecticut Motor Vehicle Operator's License. The position requires the candidate to possess his/her own vehicle, but the Town does reimburse for mileage at standard rates.

Physical Exertion/Environmental Conditions: Ability to make inspections in field locations. Some inspections may involve walking over uneven or rough terrain. Some highway and rough terrain driving. There is some stress in dealing with the public.

Note: the above tasks and conditions are illustrative only. This description does not include every term or condition of the position. The Town will consider any reasonable accommodations required under state or federal law in order for the employee to perform the essential functions of the position.

It is the sole responsibility of the current ZEO to fully train, as necessary, the Asst. ZEO. Further, the Asst. ZEO has no direct supervision over any other staff in the Land Use Department.