

TOWN OF SOMERS

Position Description

Title: Zoning Enforcement Officer
Department: Land Use
Reports To: Town Engineer/Director of Public Works

Supervises: None
FLSA Status: Part-time, non-exempt
Bargaining Unit: N/A

Position Summary: Inspect, investigates, implements, enforces, and administers work necessary to assure compliance with zoning policies and regulations of the Town and related State statutes. Provides accurate, timely and high-quality service to all internal and external customers.

Major Job Duties:

Service Delivery: Informs citizens and/or developers on compliance with regulations and explains options available. Provides information and technical assistance over the counter and phone to general public, property owners and developers, and their representatives. Explains procedural matters and legal requirements. Investigates zoning complaints and documents action. Works with property owner(s) to resolve complaint. Issues cease and desist and abatement orders for zoning infractions. Performs administrative duties including preparing reports, maps, agendas, legal notices and variances. Plans and organizes work to provide regular and periodic on-site inspection of properties throughout Town.

Teamwork: Works cooperatively with other Land Use professional staff in the review and enforcement of zoning regulations. Coordinates work assignments for land use administrative staff in cooperation with other land use professional staff members. Coordinates with, and assists other departments in any matters dealing with enforcement of zoning regulations. Works cooperatively with other departments to maintain necessary town and regulatory records.

Technical: Performs responsible independent technical work involving the review and interpretation of zoning regulations, and town ordinances. Issues certificates of zoning compliance; receives and investigates complaints of zoning violations; issues field notices to violators; follows up; to assure that violations are corrected; issues cease and desist orders; prepares and maintains written and permanent records of violations, applications and related matters. Regularly reviews zoning regulations and recommends revisions or additions. Participates in professional organizations to keep current on technological and legal developments and changes of value to Town government.

Qualifications:

- Bachelor's degree in geography, public administration, construction management, environmental, planning, or related field and one year successful experience in code/regulatory enforcement within a public environment; or Associate's degree in planning or related field and three years experience in code/regulatory enforcement within a public environment or related field.
- Knowledge of the principles and procedures of land use and zoning.
- Knowledge of regulatory and enforcement principles and procedures including investigation and inspection techniques.
- Ability to quickly acquire a working knowledge of state and local ordinances, regulations, and statutes pertaining to zoning.

Approved by:
Dir. of Public Works/on file

Approved by:
HR/on file

Last Revision Date: 6/11
Page 1 Of 2

Date:

Date:

TOWN OF SOMERS

Position Description

- Demonstrated ability to read and interpret engineering and architectural drawings, blue prints and construction specifications.
- Demonstrated ability to analyze and interpret plans, and to determine whether they conform to provisions of applicable codes and ordinances.
- Computer literacy including working knowledge of Microsoft Office applications.
- Demonstrated ability to effectively communicate orally and in writing.
- Demonstrated ability to establish and maintain appropriate working relationships with public officials, employees, property owners and their representatives, and the general public.
- CAZEO certification preferable but not required.

Physical Requirements:

This position is primarily situated in an office environment, with occasional external visits to real property/building development or job sites. The incumbent must be able to:

- Regularly sit and work for periods in excess of one hour, including working with a computer and a telephone;
- Stand and walk to access records and files in the course of providing assistance to the public within the land use office environment.
- Reach, bend, push, pull and lift objects of up to 25 pounds.
- Concentrate on fine details with constant interruption, some pressure and changing priorities and return to unfinished tasks when distracted and complete them efficiently.
- Occasionally work near, stand and walk over various terrains;
- Tolerate occasional exposure to variable or inclement weather conditions for periods in excess of one hour;
- Tolerate occasional exposure to elevated noise levels in the field;
- Drive an automobile during the conduct of duties.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.

Approved by:
Dir. of Public Works/on file

Approved by:
HR/on file

Last Revision Date: 6/11
Page 2 Of 2

Date:

Date: