

Approved by the
Board of
Selectman
3-09-11

Town of Scotland, CT
Zoning Enforcement Officer
Job Description

Job Title: **Zoning Enforcement Officer**

FLSA: Exempt Non-Exempt

Job Desc. Effective Date:3-9-11

Job Desc. Last Review Date:

Job Desc. Approved By: **Scotland BOS** Date:3-9-11

This position is: Elected Appointed Hired

GENERAL DESCRIPTION

The Zoning Enforcement Officer (ZEO) performs responsible, independent technical work involving the review and interpretation of zoning and subdivision regulations, and town ordinances.

JOB DUTIES

1. Review development and subdivision site plans for compliance with zoning regulations.
2. Meet with and respond to inquiries from the town officials, the public and other professionals about regulations, procedure, and options available.
3. Inspect sites prior to granting permits, and upon completion for compliance with the approved site plan.
4. Sign-off on application for zoning permits and certify compliance prior to issuance of a certificate of occupancy by the building inspector.
5. Coordinate zoning permits/certificates of occupancy with wetlands agent, town sanitarian or other town officials as appropriate.
6. Issue cease and desist, and abatement orders.
7. Investigate, and document all zoning complaints and action taken; report status to PZC.
8. Categorize zoning complaints or actions by type for record and possible regulation review.
9. Prepare reports and memoranda for the PZC, Zoning Board of Appeals and other Town Departments, Commissions, and Officials as required.
10. Maintain records of correspondence.

11. Coordinate agenda items for Zoning Board of Appeals.
12. Revise applications, forms, procedures and policies as needed.
13. Keep summary data on building and land use permits issued by type or category of activity including home occupations.
14. Observe town property for visible zoning violations.
15. Attend Planning and Zoning meetings and Zoning Board of Appeals meetings as needed.
16. Attend seminars and workshops to stay current with legal issues related to planning and zoning
17. Perform other related work as required

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The ZEO is obligated to meet any responsibilities mandated by Connecticut General Statutes, the Office of Policy Management or other applicable State or Federal Agency.

SUPERVISION GIVEN

None

SUPERVISION RECEIVED

This position receives supervision from the PZC Chair.

QUALIFICATIONS

1. Bachelor's degree majoring in Urban Planning, Public Administration or related field; and two(2) years of responsible experience in municipal planning and/or zoning enforcement or equivalent combination of education and experience.
2. Valid driver's license and reliable motor vehicle.
3. Knowledge and experience in principles and practices of municipal planning and zoning, applicable regulations, and property rights.
4. Experience in reviewing site and plot plans.
5. Ability to establish and maintain effective work relationships with the public and associates.
6. Ability to express ideas effectively in oral and written form to associates, general public and appointed boards or commissions.
7. Ability to analyze, interpret and administer the provisions of the state and local ordinances, statutes and regulations on zoning and land use.

8. Certified Zoning Enforcement Official (CZEO) designation by the Connecticut Association of Zoning Enforcement Officials (CAZEO) or obtain said certification within one (1) year of hire date.

TOOLS AND EQUIPMENT USED

Telephone system, computer, Microsoft Office applications, specialized software.

PHYSICAL DEMANDS

1. Physical ability to make field inspections and negotiate rough terrain.
2. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus to use the computer, read code and statute, and prepare reports.
3. While performing the duties of this job, the employee may be required to walk, climb stairs, stand, talk, hear, or sit.
4. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

General office environment.

Outdoor inspection work.

Interaction with town residents, town board and commission members, auditors, state officials, and officials of other towns.

HOURS

ZEO hours are established by the Planning and Zoning Commission. Additionally, the ZEO is required to attend all PZC meetings and hearings, and conduct or participate in scheduled site or property inspections.

COMPENSATION

1. This is a salaried position; salary is recommended by the PZC and approved by the Board of Selectmen.
2. This position is exempt from “overtime” wages.
3. Any travel required is compensated at the prevailing IRS rate.
4. Pay period is bi-weekly
5. There are no benefits associated with this position.

The Town of Scotland is an equal opportunity employer

Employment with the Town of Scotland is “at will.” The Town does not offer tenured or guaranteed employment. Either the Town or the employee may terminate the employment relationship at any time, with or without cause; with or without notice.