

Town of Sterling
Job Description
Zoning Enforcement Officer

ESSENTIAL DUTIES & RESPONSIBILITIES

- Reviews all applications for zoning permits for dwellings, additions, accessory buildings, signs and the like for compliance with the zoning regulations
- Answers inquiries from and advises property owners, builders, and the public regarding compliance with zoning regulations
- Maintains accurate, complete records of complaints, inspections, violations and citations
- Prepares monthly written reports detailing code enforcement activity and results for presentation to the Planning & Zoning Commission
- Performs administrative duties including preparing reports, maps, agendas, legal notices and variances
- Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation;
 - The Zoning Enforcement Officer may discuss a complaint with the Planning and Zoning Commission and receive direction from the Commission before taking an enforcement action.
- Issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations;
- Schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances
- No certificate of occupancy required for a new building or additions or renovations to existing buildings shall be issued until it is certified in writing by the Zoning Enforcement Officer that such building, renovations or additions are in compliance with the zoning regulations.

- In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by the Planning & Zoning Commission.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of town, state, and federal laws and regulations pertaining to land use, zoning, building permits, property maintenance, health public safety, peace, animal regulations, fire, traffic, disabled access and public nuisance;
- Knowledge of methods, procedures and techniques used in the identification, interpretation and enforcement of a wide variety of code violations;
- Knowledge of principles and methods of research and investigation related to zoning code enforcement;
- Ability to recognize conditions that constitute zoning violations in the Town of Sterling
- Ability to use effective inter-personal techniques to interact with citizens and the public when explaining zoning/land use codes and permit requirements
- Ability to analyze potential zoning code violations accurately and adopt effective resolution processes
- Ability to research and interpret land use, zoning, planning and construction-related codes and investigations
- Ability to prepare comprehensive reports and deliver oral and written presentations

EXPERIENCE AND TRAINING

- High school graduate or equivalent
- Advanced technical training relevant to Zoning Enforcement in Connecticut
- Minimum five (5) years' experience working with land use, in the supervision of building construction or design; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS

- Must be certified by the Connecticut Association of Zoning Enforcement Officials or obtain certification within two years of appointment to this position.
- Must have a valid Connecticut Driver's License.

PHYSICAL AND MENTAL DEMANDS

- The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is occasionally required to reach with hands, arms; stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and listen. The employee must occasionally lift and/or move up to 10 pounds. Employee must be able to read and interpret documents such as zoning regulations and write routine and technical reports and correspondence. The position requires the ability to present technical information in one-on-one situations and at public meetings and to apply commonsense understanding and deal with problems involving a variety of concrete variables in standardized situations.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally works in outside weather conditions and on rough terrain. The employee is occasionally exposed to outdoor conditions. The noise level in the work environment is moderately quiet in the office and moderate-to-loud in the field.

GENERAL GUIDELINES

- 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 job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirement of the job change.