



TOWN OF COLUMBIA

JOB DESCRIPTION FOR ZONING ENFORCEMENT OFFICER

General Description: Performs responsible independent technical work involving the review and interpretation of zoning regulations and town ordinances.

Supervision: Works under the supervision of the Town Administrator or his/her designee. Receives policy guidance from the Planning and Zoning Commission. Works closely with the Land Use Administrative Secretary, Board Clerk and Town Planner.

Examples of Duties: Reviews applications for buildings and activities pursuant to the zoning regulations, and applications to the zoning board of appeals. Issues permits for activities and buildings upon compliance with relevant regulations. Performs inspections to determine compliance with permits issued. Investigates and works to resolve zoning complaints for activities not under the jurisdiction of a permit issued by the Planning and Zoning Commission. Maintains logs on complaints and reports status to Town Administrator and Planning and Zoning Commission. Issues cease and desist and abatement orders and/or zoning infractions. Prepares cases for superior court. Answers inquiries from the public and professional persons. Prepares reports and memorandums for Town Administrator, Planning and Zoning Commission, Zoning Board of Appeals and other Town Departments and officials. Maintains records of permits and correspondence. On an as-needed basis, attends Planning and Zoning, Zoning Board of Appeals, and Conservation and Agriculture Commission meetings. May inspect conservation easements and open space for markers and maintenance issue. Attends seminars and workshops to stay current with legal issues relating to planning and zoning. Recommends revisions to the zoning regulations and to the Plan of Conservation and Development. Performs related work as required.

Knowledge, Skills and Abilities: Knowledge and experience in principles and practices of municipal planning and zoning. Ability to read, interpret and analyze maps, plans and specifications with respect to zoning requirements. Ability to establish and maintain effective working relationships with superiors, peers, subordinates, contractors, and the general public. Ability to independently prioritize outstanding work assignments and complete them in a timely manner. Ability to accurately interpret and reasonably enforce zoning regulations, state law and local ordinances. Ability to communicate with others firmly and courteously both orally and in writing especially under adverse or strained situations such as when investigating and enforcing potential violations. Familiarity with the Microsoft Office suite of computer software. Knowledge of GIS systems for municipal operations. Ability to use tape measurers, calculators, copiers, scanners and printers.

Physical Demands and Work Environment: Work is performed in both office and field conditions. Considerable time is spent inspecting various sites. The employee occasionally works near moving mechanical parts and in high places and is occasionally exposed to dirty, hot, cold, wet and/or humid conditions. There is routine exposure to normal construction hazards while on job site. There is public road driving to inspection sites and meetings. The following demands are routinely performed in rough or difficult terrain: standing; stooping; walking; sitting; climbing (stairs, kneeling; bending, and crouching. Employee is required to reach with hands and arms as well as use hands to finger, handle, feel or operate objects, tools and controls. Ability to reach, bend, push, pull and lift objects of thirty (30) pounds or less. Hand-eye coordination is necessary to operate computers and office equipment. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The work environment may have continuous interruptions, background noises and demanding deadlines. The noise level in the field work environment is moderate to loud.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Qualifications: Valid motor vehicle operator's license. Bachelor's degree preferably in land use, planning, environmental science or related fields. Familiarity with state laws concerning zoning. Experience working with a Planning and Zoning Commission. Zoning Enforcement Official Certification per the Connecticut Association of Zoning Enforcement Officials, or ability to attain said certification within two years of date of hire.

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