



Town of Branford Job Description: Zoning Enforcement Officer

Location / Department	Town Hall / P&Z Department / 1019 Main Street
Reports To:	Town Planner
Position Status:	Full Time, Hourly, Exempt
Weekly Hours:	40
Salary Classification:	N/A
Affiliation:	UPSEU – Branford Employees

Position Summary/Purpose:

This position administers and enforces the zoning regulations and other regulations as directed; reviews all applications that relate to the zoning regulations; performs inspections and investigates complaints related to zoning regulations. This position assists customers with various questions related to Zoning Regulations. The Zoning Enforcement Officer is required to exercise judgment in administering and enforcing the department regulations and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job Functions:

(The essential functions or duties listed below 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. Includes but not limited to other duties that may be assigned)

- Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain zoning requirements and violations or potential violations; secures code compliance.
- Reviews, evaluates, prepares reports and makes recommendations under supervision related to applications to the Zoning Board of Appeals for variances and other matters within their jurisdiction.
- Receives and investigates zoning violation complaints; issues cease and desists orders as necessary; follows up to assure violations are corrected; Conducts field investigations of potential violations; gathers evidence; questions complainants, witnesses and suspects; compares facts to zoning requirements; makes findings; and issues warnings, correction notices and citations;
- Reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution. Prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case report for court actions; testifies in court. Assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as required; appears in court as necessary, to support enforcement or petition procedures.
- Attends Zoning Board of Appeals and attends Planning and Zoning Commission meetings as needed
- Drafts and distributes a variety of correspondence, memoranda, notices, and reports relating to zoning enforcement issues and actions. Maintains records related to Certificates of Zoning Compliance, inspection and enforcement activities.
- Processes Zoning Permits; insures application is complete and in conformance with the Zoning Regulations; issues Zoning Permits/authorization for the issuance of a Building Permit. Performs site inspections to assure compliance with Zoning Permit; issues Certificate

of Zoning Compliance/authorization for issuance of a Certificate of Occupancy. Reviews and processes requests for letters of Zoning Compliance as requested.

- Makes field visits to potential development and construction sites and evaluates compliance with regulations and determines if enforcement action is warranted.
- Coordinates efforts with building, inland wetlands, health, fire, police and related departments, the Town Attorney, and other staff agencies, as needed.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Attends training, workshops, etc. for professional development/maintenance of Connecticut Association of Zoning Enforcement Officials (CAZEO)-Certified Zoning Enforcement Officer (CZEO) credential.
- Assists other department staff as needed to promote a team effort to serve the public.

Supervision:

Supervision Scope: Performs varied and responsible technical duties requiring a strong knowledge of the zoning regulations and state statutes, familiarity with other applicable land use related codes, and exercise of judgment and initiative to implement zoning regulations.

Supervision Received: Works under the direction of the Town Planner following professional standards, procedures and policies.

Supervision Given: None

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with High School Diploma or GED and five (5) years of experience in the administering and enforcing zoning of other municipal regulations or any equivalent combination of education, training and experience. An Associate's degree can substitute for two (2) years of experience, a Bachelors/advanced degree can substitute for three (3) years of experience

Special Requirements:

Must have and maintain: Valid CT Driver's License. CAZEO-CZEO certification or acquire within one year of accepting the position.

Knowledge, Ability and Skill:

Knowledge: Knowledge of the principles and practices of land use management, planning, zoning enforcement; knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of local ordinances and regulations and State Statutes relating to zoning laws and regulations; knowledge of inspection techniques; knowledge of building permit process and how it relates to the zoning regulations; some knowledge of computer applications appropriate for office. Thorough knowledge of Microsoft Office, including Outlook, Word and Excel; modern office practices and procedures;

Ability: Ability to read and interpret site plans, drawings and specifications; ability to measure using an engineer's scale and perform basic arithmetic and geometric calculations; ability to perform

technical research and analysis in the field of zoning regulations; ability to investigate and enforce zoning and local ordinances with firmness and tact; ability to prepare, organize and maintain zoning records; ability to analyze, interpret and explain planning/zoning regulations, ordinances, reports and studies; ability to take initiative in field situations without supervision; ability to deal effectively and consistently with Town staff and officials, developers, attorneys, and the public; ability to prepare and present technical, evidence, exhibits and narrative reports in oral and written form and for use in courts; ability to resolve conflicts in an effective manner. Ability to utilize the Town's GIS system and experience with municipal land use permitting software.

Skill: Excellent verbal and written communication skills; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details; aptitude for working with architectural drawings, site plans and maps; aptitude for working with and explaining laws and regulations to people; good public relations and conflict resolutions skills; skill in using the mentioned equipment.

Job Environment:

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the public or developers via telephone and at the counter; frequently required to perform inspections of outdoor development projects which could be a very loud situation under possible adverse weather conditions, including extreme hot and cold; frequently driving to inspect complaints from citizens or review progress of developments

Requires the operation of a motor vehicle, architectural and engineering scales, measuring tape, camera, cellular and other telephones, personal computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent contact with developers, contractors, property owners, business, real estate agents, title searchers, engineers, architects public utilities, Town Attorney, Town staff, officials from other towns or many regional and state agencies. Communication is frequently in person, by telephone, fax, email, and in writing. Contacts require a level of professionalism and a level of patience and resourcefulness to explain regulations to others.

Selection Guidelines:

Formal application; rating of education and experience; oral interview and reference check; and job related tests may be required.

Errors in judgment or omissions could result in delay of services, legal ramifications and potential liability

Physical and Mental Requirements:

Work Environment	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related -extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			

Vibration	X			
Other-Inspect Development/Construction Projects		X		

Physical Activity	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving		X		
Other-Moving from sitting to standing at counter				X

Lifting Requirements	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)			X	
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision Requirements:

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)