**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Building & Ordinance Department*

## *Zoning Enforcement Officer*

## GENERAL STATEMENT OF DUTIES:

The Zoning Enforcement Officer serves under the direction of the Planning & Zoning Commission, Section 8-12 and 8-12a of the Connecticut General Statutes, and by Section 20 “Enforcement” of Appendix A “Zoning” of the Town of Seymour Code of Ordinances.

## 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
* 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.

## SUPERVISION RECEIVED:

* Works under direct supervision of the Planning & Zoning Commission.
	+ The Planning & Zoning Commission shall appoint a Zoning Enforcement officer by formal vote.
* Works closely with other building department employees

## SUPERVISION EXERCISED:

* Oversees the town’s zoning code and violations

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, 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 Seymour
* 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.
* Possession of a valid driver’s license.

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with the Planning & Zoning Commission in an annual meeting scheduled each January
	+ All changes to job essential duties & responsibilities must be approved the Planning & Zoning Commission following a meeting outlining the changes proposed and reasons why.
* The Planning & Zoning Commissions, will conduct an annual employee performance review each January & mid-year review each July.
	+ A formal, written report on the employee’s performance will be completed by the Planning & Zoning Commissions. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.