CITY OF SHELTON JOB POSTING 03222022
PLANNING AND ZONING
JOB TITLE: ZONING ENFORCEMENT OFFICER
ANNUAL SALARY: $60,994.92 - $72,613.00

GENERAL DESCRIPTION:
This is a responsible, technical, and professional position in the Planning and Zoning Department. The ZEO enforces and monitors the compliance of activities with respect to State Statute, the Planning and Zoning Regulations, and Subdivision Regulations of the Planning and Zoning Commission and Zoning Board of Appeals.

SUPERVISION RECEIVED:
Reports directly to and works under the general supervision of the Planning and Zoning Administrator and Assistant Administrator. The Planning and Zoning Commission, through the Chairperson, shall have the ability to direct the ZEO on specific actions.

SUPERVISION EXERCISED:
May, when assigned by the P&Z Administrator, supervise the work of additional Zoning Inspectors and clerical personnel as required.

EXAMPLES OF DUTIES:
Receives, reviews, and processes applications for Certificates of Zoning Compliance and, on specific applications, conducts investigations and refers recommendations to the P&Z Administrator and Commission for action. Reviews Site Plans, Subdivisions, Zoning Board of Appeals applications, and other Zoning Applications for correctness and completeness before official submission. Acts as liaison between Planning and Zoning and the Zoning Board of Appeals and attends ZBA meetings as required by the P&Z Administrator. Prepares reports on enforcement cases, COC’s, and ZBA applications for the Administrator and P&Z Commission. Attends meetings of the Planning and Zoning Commission as required by the P&Z Administrator. Conducts routine field inspections for proper installation of soil and erosion control measures, certifies compliance with approved zoning permits, monitors ongoing development activities, and approves Final Zoning Compliance Certificates. Responds to and investigates complaints received and monitors for activities that are in violation of the Zoning Regulations. Issues “Stop Work Orders” when the ZEO determines that a permit, use, or activity is violating the Shelton Zoning Regulations or Commission approval. Withdraws “Stop Work Orders,” when the issue has been addressed and there is appropriate compliance to the ZEO’s satisfaction. Maintains accurate records of all applications, Certificates of Zoning Compliance, fees, “Stop Work Orders” and notices of violation served by him. Performs related work as required by the Administrator or Chairperson.

KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge of the local geography. Considerable knowledge of site management practices. Working knowledge of technical codes and ordinances related to zoning and principles and procedures of interpretation and enforcement. Ability to read and critique drawings, site plans, and subdivision layouts. Ability to generate and maintain records and documents professionally.
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PLANNING AND ZONING
JOB TITLE: ZONING ENFORCEMENT OFFICER
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Ability to maintain effective working relationships with supervisors, associates, subordinates, officials of other agencies. Ability to deal effectively with the general public. Ability to enforce zoning regulations with firmness and tact. Ability to stand for over an hour and walk challenging job sites with mud, steep slopes, and debris. Requires fieldwork at all times of the year, especially in poor weather conditions. Proficient in Microsoft Word, Excel, and Outlook, and ability to learn other permitting software. Knowledge of Spanish or other languages is preferred.

QUALIFICATIONS:
Associates Degree or higher with courses in a related field (planning, geography, engineering, administration, etc.) or in lieu thereof, high school graduate with not less than five (5) years’ experience in the field of planning, zoning, engineering, enforcements or related fields, or an equivalent combination of education and experience, substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:
Must have a valid Connecticut Class 3 driver’s license. CAZEO certification is required within three (3) years of employment if not already certified.

HOW TO APPLY: Applicants may complete a City of Shelton job application available on the City of Shelton website www.cityofshelton.org (Human Resources page) or on the Job Posting Bulletin Board located outside the Human Resources Department, Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

APPLICATION CLOSING DATE: Applications will be accepted through 5:30 p.m. Friday, April 15, 2022, at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

MERIT SYSTEM TESTING: Applications will be reviewed to ensure that each applicant meets the minimum qualification requirements. The top (15) candidates who successfully pass the written test will be invited to participate in an oral panel interview. A combined score of the written test (50%) and oral interview (50%) will determine the ranking assigned to each candidate. The top ten (10) candidates will remain on a certified hiring list for at least one (1) year from which the City will hire. All job openings shall be advertised and filled pursuant to the applicable provisions of the City’s Merit System Ordinance.

PROBATIONARY PERIOD: The successful candidate shall be considered probationary for six (6) months following the first day of work for the City of Shelton.

STARTING SALARY RANGE: $60,994.92 - 72,613.00 per the collective bargaining agreement between the City of Shelton and Local 1303-238, Council #4, AFSCME, AFL-CIO [full time non-supervisory administrative and clerical employees].

This position description should not be construed as a complete listing of all duties and is not a contract of employment. The City of Shelton is an equal opportunity employer. EOE/MF
CITY OF SHELTON
PLANNING AND ZONING DEPARTMENT (P&Z)
JOB DESCRIPTION
TITLE: ZONING ENFORCEMENT OFFICER (ZEO)

GENERAL DESCRIPTION:
This is a responsible, technical, and professional position in the Planning and Zoning Department. The ZEO enforces and monitors the compliance of activities with respect to State Statute, the Planning and Zoning Regulations, and Subdivision Regulations of the Planning and Zoning Commission and Zoning Board of Appeals.

SUPERVISION RECEIVED:
Reports directly to and works under the general supervision of the Planning and Zoning Administrator and Assistant Administrator. The Planning and Zoning Commission, through the Chairperson, shall have the ability to direct the ZEO on specific actions.

SUPERVISION EXERCISED:
May, when assigned by the P&Z Administrator, supervise the work of additional Zoning Inspectors and clerical personnel as required.

EXAMPLE OF DUTIES:
Receives, reviews, and processes applications for Certificates of Zoning Compliance and, on specific applications, conducts investigations and refers recommendations to the P&Z Administrator and Commission for action.

Reviews Site Plans, Subdivisions, Zoning Board of Appeals applications, and other Zoning Applications for correctness and completion before official submission.

Acts as liaison between Planning and Zoning and the Zoning Board of Appeals and attends ZBA meetings as required by the P&Z Administrator.

Prepares reports on enforcement cases, COC’s, and ZBA applications for the Administrator and P&Z Commission.

Attends meetings of the Planning and Zoning Commission as required by the P&Z Administrator.

Conducts routine field inspections for proper installation of soil and erosion control measures, certifies compliance with approved zoning permits, monitors ongoing development activities, and approves Final Zoning Compliance Certificates.

Responds to and investigates complaints received and monitors for activities that are in violation of the Zoning Regulations.
Issues “Stop Work Orders” when the ZEO determines that a permit, use, or activity is violating the Shelton Zoning Regulations or Commission approval. Withdraws “Stop Work Orders,” when the issue has been addressed and there is appropriate compliance to the ZEO’s satisfaction.

Maintains accurate records of all applications, Certificates of Zoning Compliance, fees, “Stop Work Orders” and notices of violation served by him.

Performs related work as required by the Administrator or Chairperson.

**KNOWLEDGE, SKILLS, AND ABILITIES:**
Knowledge of the local geography. Considerable knowledge of site management practices. Working knowledge of technical codes and ordinances related to zoning and principles and procedures of interpretation and enforcement.

Ability to read and critique drawings, site plans, and subdivision layouts. Ability to generate and maintain records and documents professionally.

Ability to maintain effective working relationships with supervisors, associates, subordinates, officials of other agencies. Ability to deal effectively with the general public. Ability to enforce zoning regulations with firmness and tact.

Ability to stand for over an hour and walk challenging job sites with mud, steep slopes, and debris. Requires fieldwork at all times of the year, especially in poor weather conditions.

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**SPECIAL REQUIREMENTS:**
Must have a valid Connecticut Class 3 driver’s license.

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