

**LAND USE COMPLIANCE
&
CODE ENFORCEMENT OFFICIAL**

POSITION SUMMARY:

Under the general supervision of the Mayor, or their designee, perform a range of zoning, wetlands, and code enforcement tasks necessary to promote public health, safety and preserve the beauty of Plymouth. Such tasks include, but are not limited to, conducting onsite inspections, investigating complaints of property misuse or maintenance, zoning code violations and reduce or eliminate blighted premises. Performing related administrative tasks and legal procedures associated with enforcement and administration of zoning, wetlands, and property maintenance codes and regulations. Serve as technical zoning and wetland regulatory advisor to various boards, commissions and the general public to ensure regulation adherence to state and local standards. Oversight and supervision of clerical staff may be required.

ESSENTIAL FUNCTIONS OF WORK:

- Administers and enforces Zoning Regulations and related Town Ordinances
- Administers and enforces Wetlands Regulations and related Town Ordinances
- Provides assistance with, and oversight of, permitting requirements across departments
- Work closely with the Planning & Zoning Commission, Inland Wetlands Commission, Zoning Board of Appeals, and other boards as necessary related to building and development
- Provides regular and periodic inspection of properties throughout Town to review and verify zoning and Wetlands compliance and conformance with approved plans, conditions, and permits
- Receives and investigates zoning and wetlands violation complaints
- Issues cease and desist orders, municipal citations, and notices of violation
- Reviews and evaluates administrative and enforcement policies and identifies opportunities for improvement
- Confers with the Town Attorney in enforcement and interpretive matters
- Appears in court as necessary to support enforcement or other legal matters
- Oversight and assistance of permit application process including review, approval and issuance of certificates of zoning compliance.
- Responds to telephone and front counter inquiries to answer, advise and interpret matters related to the zoning regulations as they apply to specific properties and uses
- Prepares legal notices, agendas and decision letters for land use boards.
- Attends, as needed, land use board or other municipal meetings. Assists the public with questions regarding ZBA applications and procedures

- May recommend and write amendments to zoning regulations
- Organizes, maintains and reviews files on inspection, enforcement, review, permit and applications
- Prepares narrative and statistical reports on permit and enforcement activity for Boards and Commissions
- Participate in ongoing professional education and training and maintain required certifications and licenses
- Enforces and administers provisions of Town Property Maintenance Codes
- Respond to complaints of property maintenance violations.
- Gather information within the limits of due process of law and established policies. Performs site inspections
- Issue violation notices and citations as necessary to adjudicate complaints
- Works with Town Attorney to prepare lien documents for filing on land records
- Proactively seek out neglected properties by patrolling town streets and neighborhoods
- Work closely with other public and private enforcement agencies and departments to resolve citizen complaints
- Track complaints using available software
- Performs related work as required

PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT

(Required for essential duties; reasonable accommodations will be considered under the American with Disabilities Act; This list is not all inclusive and may be supplemented as necessary).

This position involves a combination of indoor and outdoor work, with a significant portion of time spent in the field conducting inspections and patrols. The individual will be required to perform duties in various settings, including residential neighborhoods, village centers, commercial areas, and construction sites. A substantial part of the job involves working outdoors and in an automobile patrol setting. The role requires the ability to conduct inspections in field locations and navigate rough or uneven terrain under varying weather conditions. Candidates must be comfortable walking long distances and working independently.

The position requires the ability to perform manipulative skills and hand-eye coordination tasks with accuracy, such as writing, using a keyboard, calculator, and other standard office equipment. It also demands sufficient visual accuracy to read and interpret narrative and financial reports, charts, diagrams, and information on a computer monitor. Additionally, the individual must be able to hear and distinguish normal sounds, even with background noise, such as during telephone conversations, and must be capable of clear verbal communication to effectively interact with others.

KNOWLEDGE, INTERPERSONAL SKILLS AND ABILITIES:

- Ability to communicate effectively with other employees, superiors and the general public in oral and written form
- Ability to maintain files and records and to make mathematical calculations using a calculator
- Ability to concentrate on detail and complex issues with some interruption, pressure and changing priorities
- Memory to perform multiple and diverse tasks over long periods of time and the ability to remember information that has been read, studied or previously learned
- Ability to use knowledge and reasoning to solve problems
- Ability to learn and apply new information, technology and legislation applicable to municipal operations
- Ability to analyze, interpret and administer the provisions of the zoning regulations, land use regulations and statutes
- Ability to write clear and concise reports
- Ability to read and interpret appropriate site plans, surveys and construction drawings and documents
- Ability to recognize property code violations and hazardous conditions created by deterioration
- Ability to establish and maintain effective working relationships with staff, property owners, the general public and boards and commissions
- Ability to express oneself clearly and concisely, orally and in writing so as to be able to explain applicable regulations to the public
- Ability to use initiative, tact and judgment in carrying out assignments and engaging in situations which can be stressful
- Ability to prioritize, organize and perform work independently
- Thorough knowledge of Planning and Zoning principles and practices, enforcement procedures, and land-use statutes
- Working knowledge of email, spreadsheet, word processing, and database software.

REQUIRED QUALIFICATIONS

- A Bachelor's Degree in Planning, Geography, Public Administration, Engineering or a related field of study; or four (4) years of experience in a similar or related position or field. Any equivalent combination of education and experience.
- Certified by Connecticut Association of Zoning Enforcement Official (CAZEO) or as a condition of employment must be certified within one (1) year of appointment.
- Must possess a valid motor vehicle operator's license.

The above job description is illustrative and not a complete itemization of all facets of any job.

The Town of Plymouth is an Equal Opportunity/Affirmative Action employer.