



TOWN OF BROOKLYN

P.O. Box 356 - Route 6 and 169
BROOKLYN, CONNECTICUT 06234

OFFICE OF THE SELECTMEN
(860) 779-3411 Option 2

TOWN CLERK
(860) 779-3411 Option 4

TAX COLLECTOR
(860) 779-3411 Option 5

ASSESSOR
(860) 779-3411 Option 6

POSITION TITLE:	Zoning, Wetlands and Blight Enforcement Officer
REPORTS TO:	First Selectman
START DATE:	Immediately
UNION ELIGIBLE:	Yes
BENEFIT ELIGIBLE:	Yes
*STARTING SALARY RANGE:	Grade S1 \$31.59/hr. - \$33.29/hr.
POSITION SALARY RANGE:	Grade S1 \$31.59/hr. - \$37.94/hr.

**Salary based on qualifications and experience*

Position Purpose:

The purposes of this position are to enforce Town Zoning Regulations, Inland Wetlands and Watercourses Regulations, and the provisions of the Town Blight Ordinance. This is accomplished by the reviewing all applications for Zoning and Inland Wetlands permits, performing inspections, taking site photographs, completing inspection reports, issuing permits, investigating complaints related to Zoning, Inland Wetlands and Blight, and issuing Notices of Violation, Orders to Correct violations, and Citations. The Zoning, Wetlands and Blight Enforcement Officer is required to exercise considerable independent judgment in enforcing the town's Regulations and Ordinances, and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs a wide variety of enforcement, professional, technical and administrative duties requiring knowledge of Zoning Regulations, Inland Wetlands and Watercourses Regulations, and provisions of the Town Blight Ordinance. Coordinates with the Town Planner, Town Attorney, Citation Hearing Officer, Resident State Trooper, Town review engineer, and Building Inspector.

Supervision Received: Works under the direction of the First Selectman and works with various Boards and Commissions, to assure compliance with established policies, CT State Statutes, Town Regulations and Ordinances.

Supervision Given: Supervises the Land Use Department clerks. developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

Job Environment:

Administrative work is performed in a moderately noisy office during constant interruptions by visitors and phone calls regarding development and complaints. The Enforcement Officer is frequently required to perform inspections outdoors under possible adverse weather conditions, including extreme hot, cold and dusty conditions; frequently drives to conduct site inspections where he/she is exposed to hazardous and noisy conditions associated with construction sites and uneven surfaces.

Requires the operation of an automobile, engineer scale and tape measure, telephones, computers, copiers, facsimile machines, cameras and other standard office equipment

Makes periodic contact with other municipal departments, state and federal agencies such as CT DEEP, USDA NRCS, the Northeast CT Council of Governments (NECCOG), and the Health Department, and frequently with the general public, attorneys, appraisers, realtors, builders, developers, engineers, and surveyors and elected officials or board members; communication is frequently in person, by telephone, e-mail and standard reports; contacts require a high level of patience and resourcefulness to explain procedures to others.

Essential 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.)

- Serves as staff to the Inland Wetlands and Watercourses Commission, the Zoning Board of Appeals and the Planning & Zoning Commission; attends meetings, oversees setting meeting agendas, preparing legal notices for Public Hearings and Notices of Action, reviews applications and site plans for completeness; meets with applicants and their representatives as necessary; provides recommendations and technical expertise to Boards and Commissions; prepares approvals, denials, reports, and issues permits.
- Provides professional land use advice to First Selectman and other officials; makes private and public presentations. Confers with and provides explanation, technical advice and information to prospective developers, attorneys, the public and other Town staff and officials on matters relating to Zoning, Inland Wetlands, and Blight.
- Helps applicants complete forms for requesting Appeals and Variances from the Zoning Board of Appeals.
- Reviews, evaluates and makes recommendations related to applications to the Zoning Board of Appeals, Planning & Zoning Commission and Inland Wetlands Commission. and subdivision approval. Works with the Agricultural Commission, Resource Recover Committee, Town Assessor, and Conservation Commission on an as needed basis.
- Reviews erosion and sediment control plans for compliance, verifies installation of erosion control devices. Issues Final Certificates of Zoning Compliance.
- Makes field visits to potential development and construction sites, gravel pits and processing plants, and evaluates compliance with regulations, and determines if enforcement action is warranted. Oversees gravel pit restoration and remediation. Issues Notices of Exceedance if and when gravel pit or quarry operators work beyond their approved limit of work.
- Organizes Citation Hearings when Citations go unpaid.
- Records documents on the Town Land Records as needed.
- Receives and investigates Zoning, Wetlands and Blight violation complaints. Issues Orders to Correct violations, and Citations, as necessary. Follows up to assure violations are corrected. Appears in court as necessary, to support enforcement or petition procedures.
- Provides staff assistance to and prepares reports to appropriate Boards and Commissions as needed.
- Works with consulting engineers or other land use consultants used to conduct Town projects or to oversee developers on behalf of the Town's interests.

- Assists the Highway Department to review projects for compliance.
- Supervises and trains staff. Consults with First Selectman on such personnel actions as hiring, termination, and discipline and obtains approval from First Selectman for such personnel actions.
- Prepares and administers operating budget for departments.
- Prepares narrative reports to Town officials and state agencies as requested. Sends Statewide Reporting forms to CT DEEP.
- Works with and educates violators to gain compliance with ordinances, codes, and regulations.
- Evaluates and makes ongoing improvements to the permit and compliance review system.
- Issues new street addresses.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continues professional development by taking training opportunities.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be a bachelor's degree in field relating to Soils and/or Land Use and three (3) years of land use department experience including Zoning, Inland Wetlands or Planning; OR an equivalent combination of experience and training.

Special Requirements:

Must have and maintain: Valid CT Driver's License. CAZEO Certified Zoning Enforcement Officer status or willingness to achieve within a specified timeframe as determined by the First Selectman, CT DEEP Municipal Wetlands Agency Comprehensive Training Program completion.

Knowledge, Ability and Skill:

Knowledge: Knowledge of the principles and practices of land use management, planning, Zoning Enforcement, Inland Wetlands Enforcement, and erosion and sedimentation control best management practices; knowledge of local ordinances and regulations and State Statutes relating to Planning, Zoning, Inland Wetlands, land use and development; knowledge of surveying and civil engineering techniques used in land use management; knowledge of GIS systems and computer applications appropriate for office

Ability: Ability to read and interpret maps and site plans, drawings and specifications; ability to perform technical research and analysis in the field of planning, land use and development; ability to investigate and enforce zoning and inland wetlands regulations; ability to analyze, interpret and explain planning/zoning regulations; ordinances, reports and studies; ability to deal effectively with Town staff and officials, developers, attorneys, and the public; ability to prepare and administer grants; ability to perform critical thinking related to development concepts; ability to prepare and present technical and narrative reports in oral and written form.

Skills: 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 attention to details; aptitude for working with drawings; aptitude for working with and explaining laws and regulations to people; skill in using the above- mentioned office equipment.

Errors and Omissions:

Errors in judgment or omissions could result in delays in service, monetary loss, rework by others and legal ramifications.

Physical and Mental Requirements:

The work requires intellectual abilities and a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to sit, stand, walk and talk or hear; occasionally requires use of hands to finger, handle, or feel objects; to kneel or stoop; and reach with hands and arms. Employee may occasionally need to access all levels of a construction site and traverse uneven terrain. The employee must infrequently lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth vision for driving and observation of sites. This position requires the ability to operate a keyboard and calculator. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech.

(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.)

Interested candidates will need to complete an online application on the Town of Brooklyn website @ <https://www.brooklynct.org> and send a cover letter and resume to Human Resources, Attn: Lori Gilpin @ 119 Gorman Road, Brooklyn CT 06234 or gilpin@brooklynschools.org