

Middletown, CT Job Description

Classification Title	Zoning/Wetlands Officer
Job Code	
Department	Planning, Conservation & Development
Union Group	Teamsters 671
FLSA Status	Non-Exempt
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to provide assistance in and enforce planning, zoning and wetlands regulations. ~~The work is performed under the direction of the Director of Planning, Conservation & Development.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Interprets and enforces planning, zoning and wetlands codes and regulations.
- ~~Reviews construction/improvement plans; ensures compliance with codes; prepares change orders to bring plans into compliance.~~
- ~~Initiates first inspections of construction sites, etc.; conducts joint inspections with other departments in the field; consults with other inspectors. Inspects wetlands. Inspects subdivisions to ensure code compliance. Conducts multiple zoning and wetlands inspections of properties. Inspects properties in violation as well as properties subject to compliance with recent development approvals by land use commission. Provides documentation of inspections.~~
- ~~Assists public with zoning and wetland matters. Assists applicants/recipients with federally funded housing and community development loans.~~
- ~~Serves as staff to municipal land use boards and commissions. Provides information and reports. Conducts joint site inspections.~~
- ~~Verifies location of dwellings and buildings according to site plans; verifies topography on new construction using site plan and markers. Checks detention basins after rainfall for compliance with codes. Checks for soil and erosion control on all land under construction after rainfall. Meets with site contractors and City engineers to verify grading. Interfaces with city staff, developers and private professionals for public and private projects.~~
- ~~Prepares a variety of reports, documents and correspondence. Composes activity reports for Commissions. Issues cease and desist orders.~~

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- ~~Checks notification signs for public hearings in the field. Participates as a member of the Code Enforcement Task Force.~~
- ~~Responds to inquiries regarding planning, zoning and wetlands regulations.~~
- ~~Performs spot checks on automotive-related uses; responds to complaints by property owners.~~
- ~~Removes illegal signs from ground and telephone poles.~~
- ~~Testifies as an expert witness in Court cases.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

~~Bachelor's degree in Natural Sciences or a related field with three years of related enforcement experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. High School Diploma or equivalent.~~

Appropriate education substitutions can be made.

Other

- ~~Position requires Conn. Association of Zoning Enforcement Officials certification within one (1) year two years of the intial initial date of employment, and the possession of a valid Connecticut drivers license.~~

PREFERRED QUALIFICATIONS

~~Two to four years of college, at least two years of enforcement experience and CT Certified Zoning Enforcement Official Certification.~~

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in Ability to determin e ing and referenc e ing such to establish ed criteria to define consequences and develop alternatives.~~

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- ~~Requires the ability~~ to persuade, convince, influence, train and monitor, in favor of a desired outcome. ~~Requires the ability~~ to act as a lead person.
- ~~Requires the ability~~ to utilize reference, descriptive, consulting, design and advisory data and information such as permit applications, site plans, reports, maps, law books, statutes, ordinances, codes, legal briefs, economic analysis, and organizational analysis.
- ~~Requires the ability to communicate orally and in writing with the Director, all department personnel, other City departments, contractors, and the public.~~ Knowledge of state statues and local codes
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; may require the ability to perform mathematical operations involving basic algebra and geometry. Must possess problem solving, intuitive and interpretive skills~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position

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- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

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Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching, reaching, climbing and balancing.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/18/15
Dates revised	