



Job Opportunity

Zoning Inspector

Location: Town Hall, 2 Renshaw Road, Darien, CT

Hours: 35 hrs./wk. - 8:00 a.m. to 5:15 p.m., Monday – Thursday (*4-day work week*)

Compensation: \$77,462 to \$84,878 (midpoint) (Grade TC-5T)
(*Eligible for full benefits package including health insurance (medical, Rx, dental & vision), defined contribution retirement plan, life insurance, paid holidays, vacation, sick leave, personal leave, and short-term disability insurance.*)

Closing Date: November 14, 2025

Job Summary: This class is accountable for independently performing inspections, investigations, and a full range of administrative duties to ensure that residential, commercial and other properties comply with zoning and other land use control regulations of the Town and applicable State statutes.

Supervision Received: Works under the general supervision of the Director of Land Use or Assistant Director of Planning.

Supervision Exercised: May lead technical and clerical staff as assigned.

Examples of Essential Duties:

- Receives and investigates zoning violation complaints, issues notices to violators, follows up to ensure violations are corrected, may appear in court, as necessary, to support enforcement procedures;
- Carries out site visits to determine compliance with regulations, and follows up if necessary;
- Conducts regular and periodic inspection of properties throughout Town for compliance with zoning regulations;
- Reviews HVAC Permits, Demolition Permits;
- Provides guidance to the public on land use regulatory matters, including technical advice, interpretations and determinations;
- May be appointed by the Planning and Zoning Commission as Deputy Zoning Official for the Town:
 - In the case of temporary extended absences of the Zoning Official, or if the Zoning Official position is vacant, the Deputy Zoning Official may serve in the absence of that official, with all of the duties and powers set forth in section 29(b) of the Town Charter;
- Organizes and maintains files on inspection, review and application work;
- Explains options and alternatives to assure compliance with regulations;
- Assists with Zoning Permits where appropriate, as necessary;
- May provide administrative and technical support to the Zoning Board of Appeals (ZBA) and/or Architectural Review Board (ARB);
- Attends meetings as necessary to provide technical information;
- Prepares interpretive materials of zoning regulations for public information;

- May provide technical support in the site plan review of proposed residential, commercial and other developments for recommendations to the several land use boards and commissions;
- Assists in the compilation of related planning documents, maps, and records;
- Assists in public information programs to maintain zoning and related standards;
- Participates in ongoing professional education and training, including membership in planning and/or zoning organizations;
- Performs related duties as required.

Knowledge, Skills and Abilities:

- Ability to interpret a variety of plans furnished in written or diagrammatic form;
- Considerable knowledge of the principles and practices of zoning;
- Knowledge of investigation and inspection techniques;
- Interpersonal skills;
- Some knowledge of the principles and practices of municipal planning including its physical, social and economic aspects;
- Ability to quickly learn, interpret, and apply relevant Town zoning regulations;
- Ability to conduct compliance reviews;
- Ability to utilize computer software;
- Ability to deal effectively with the public, gaining their cooperation in matters of regulations compliance and enforcement;
- Ability to prepare and present written and oral reports;
- Ability to write clear and concise reports and correspondence;
- Oral and written communication skills.

Minimum Qualifications:

Bachelor's degree required in a scientific, technical or other discipline closely related to planning (e.g., environmental planning, landscape architecture, geography, natural sciences or natural resources) and three (3) years' experience in planning, zoning or a related field, or any combination of experience, education and knowledge that would demonstrate the ability to perform the duties of the position. A Master's degree in an appropriate field may substitute for two of the three years of required experience. Incumbents in this class may be required to travel, and shall be required to possess and retain a valid Motor Vehicle Operator's license.

Certified Zoning Enforcement Officer (CZEO) certificate preferred, but not required.

Application Procedure

Applications may be emailed to kdunn@darienct.gov (Reference "Zoning Inspector" in the subject line and submit attachments in Word or PDF format) or mailed to Ms. Karen Dunn, Human Resources Department, Town of Darien, 2 Renshaw Road, Darien, CT 06820. Please submit the following three (3) documents:

1. Cover Letter;
2. Typed Town of Darien [Employment Application](#) (available on the Human Resources Webpage); and
3. Resume.

The Town of Darien is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Town when necessary.