



City of Hartford - Human Resources Department

Zoning Enforcement Officer

SALARY	\$73,584.94 - \$99,339.76 Annually	LOCATION	CT 06103, CT
JOB TYPE	Full Time	JOB NUMBER	01824
DEPARTMENT	Development Services	DIVISION	Planning For Growth & Imprv
OPENING DATE	11/25/2025	CLOSING DATE	12/9/2025 5:00 PM Eastern

Description

Vacancy is in the Department of Development Services. Under direct supervision of the Chief of Zoning Administration, is primarily responsible for enforcing and assisting with the compliance of the City of Hartford Zoning, Inland Wetlands and Watercourses, Historic, and Subdivision regulations. Creates and maintains all records related to Zoning and Inland Wetlands regulations enforcement. Provides technical assistance to applicable land use boards and commissions; Assists with amendments to the zoning regulations and map. Testifies in court regarding zoning enforcement action. Assists the public with questions and matters pertaining to code enforcement and regulation code enforcement and relevant to the regulations. Conducts site visits/inspections related to enforcement of regulations including but not limited to, suspected or actual violations and during pre- and post-construction site inspections. Prepares oral and/or written reports and updates the Zoning Board of Appeals and other land use boards as necessary. Works with other internal and external enforcement entities to create interdepartmental enforcement strategies on multi-faceted violations. Attends land use board or commission meetings as necessary.

The above essential duties and responsibilities are not intended as a comprehensive list; they are intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform additional related duties.

This is a CHPEA union position and the hours of work are 40 per week.

Distinguishing Characteristics:

May include some evening meetings to report to land use boards or commissions, or occasional neighborhood meetings. May also include occasional afterhours enforcement.

Knowledge, Skills & Abilities

The examination will consist of rating your training and experience as contained on your application. It may also include a written test, an oral test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination will be designed to measure:

Knowledge of:

- Strong understanding of the principles and practices of land use, planning, zoning, and enforcement processes.

- Familiarity with requirements of the Connecticut General Statutes particularly in regard to enforcement powers and processes.
- Experience with chain of title searching.

Ability to:

- Interpret zoning regulations and development plans.
- Communicate effectively and professionally verbally and in writing.
- Exercise tact and courtesy in communicating with the public.
- Partner with other enforcement agencies, including but not limited to the Health Department, Police Department, Fire Department and the Department of Motor Vehicles on multi-faceted violations.

Qualifications**Open to all qualified applicants who meet the following qualifications:**

Bachelor's degree **AND** two (2) years of experience in zoning or land use regulations.

OR

A High School degree or equivalent **AND** five (5) years of code or law enforcement experience, preferably in zoning, planning/land use regulations or blight may be substituted for the minimum qualifications provided above.

A COPY OF YOUR DIPLOMA OR TRANSCRIPT MUST BE SUBMITTED WITH YOUR APPLICATION. A DIPLOMA OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT.

Licenses; Certifications; Special Requirements:

- CT DEEP Inland Wetlands certification or ability to obtain CT DEEP Inland Wetlands certification within eighteen (18) months of appointment to the position.
- CAZEO Zoning Enforcement Official Certification or the ability to obtain CAZEO Zoning Enforcement Official certification within forty-two (42) months of appointment to the position.
- An employee who fails to obtain the specified certifications within the specified timeframes shall either return to his/her former or comparable permanent position, if available, or be administratively separated.

Must possess and maintain a valid driver's license.

A COPY OF YOUR DRIVER'S LICENSE MUST BE SUBMITTED WITH YOUR APPLICATION.

Physical Demands and Working Conditions:

Work will involve desk work as well as time spent driving, walking, and being outdoors for site visits and inspections.

If selected, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening, and a background check. If appointed, you will serve 12 months of probation. This examination and employment process is subject to all federal, state, and municipal laws, rules and regulations.

Other Information

- Application must be completed in its entirety, including required documentation. Applications without proper documentation shall result in your disqualification.
- All correspondence and information concerning the application and testing process will occur via email, unless otherwise requested at the time of application.
- Please be sure to check your junk and spam email for all recruitment communication.
- Applications via facsimile or email are not accepted.

EMPLOYMENT PREFERENCES AND LEGAL NOTICES

- **Hartford Residency Preferred:** Preferably be a bona-fide resident of the City of Hartford at the time of application. A completed City of Hartford Residency Affidavit including proof of residency as indicated on the RESIDENCY AFFIDAVIT may be submitted.
- **Veteran's Preference Form:** Preferential Points may be given to Eligible Veterans. Must submit a Veteran's Preference Form, along with a DD-214 and Disability letter (if applicable) from the Office of Veteran's Affairs.
- **Americans With Disabilities Act:** The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.
- **An Affirmative Action/Equal Opportunity Employer:** The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, veterans and persons with disabilities.

Employer

City of Hartford - Human Resources Department

Address

Human Resources Department
550 Main Street
Hartford, Connecticut, 06103

Phone

860-757-9800

Website

<http://www.hartford.gov>

Zoning Enforcement Officer Supplemental Questionnaire***QUESTION 1**

I have attached a copy of my degree/transcript. (I understand this is required to be considered for this position and not attaching my degree/transcript will deem me not qualified).

- ☐ Yes
☐ No

***QUESTION 2**

Have you attached a copy of your valid driver's license?

- ☐ Yes
☐ No

***QUESTION 3**

Please describe your experience in zoning or land use regulations.

***QUESTION 4**

What are some skills you believe are beneficial to succeed in this position?

* Required Question