

JOB OPENING

TOWN OF ORANGE PLANNING AND ZONING /INLAND WETLANDS AND WATERCOURSES ADMINISTRATOR AND ENFORCEMENT OFFICER

The Town Of Orange is seeking an individual to fill the position of Planning and Zoning/Inland Wetlands and Watercourses Administrator and Enforcement Officer. Under the general direction of the First Selectman, Town Planning and Zoning Commission, Zoning Board of Appeals, and the Inland Wetland and Water Courses Commission, by overseeing the administration and enforcement of the Towns and States Regulations and Ordinances as well as the Planning and Zoning and Inland Wetland and Watercourses Regulations. This is a full-time union position with benefits. Hours: 37.50, Annual Salary \$91,702.26 (\$97,523.06 upon contract ratification), \$375 monthly car allowance. Monday-Friday, 8:30 a.m. – 4:30 p.m. Job description is attached. Applications are to be sent to First Selectman James M. Zeoli, c/o Town Hall, 617 Orange Center Road, Orange, CT 06477 or jzeoli@orange-ct.gov by 4:00 p.m. on May 12, 2026. EOE

Town of Orange Planning and Zoning /Inland Wetlands and Watercourses Administrator and Enforcement Officer Position Description

OBJECTIVE:

Under the general direction of the First Selectman, Town Planning and Zoning Commission, Zoning Board of Appeals, and the Inland Wetland and Water Courses Commission, by overseeing the administration and enforcement of the Towns and States Regulations and Ordinances as well as the Planning and Zoning and Inland Wetland and Watercourses Regulations.

DUTIES:

- Ensure department compliance with FOI and Connecticut General Statutes requirements.
- Technical environmental & land use work involving independent judgment.
- Review and submit staff reports to commission for applications for permits and enforcement when necessary.
- Assist and advise citizens, real-estate agents, engineers, builders on Wetland & Zoning permit regulations, legal requirements, and application processes.
- Work with the Chairman and Commissioners of the Planning and Zoning & Inlands Wetlands Commission.
- Review applications made to the building department, health department, and fire department to determine compliance with Zoning and Wetland Regulations.

- Investigate reports of Wetland, Zoning, Signage, and Blight violations and issue violation orders as needed.
- As duly authorized agent, review and issue agent approvals for minor applications.
- Interprets regulations for contractors, architects, engineers, and others.
- Provides technical and research assistance to the TPZC, ZBA and IWWCC.
- Attend two regular monthly meetings for TPZC, one regular monthly meeting for each the ZBA and IWWCC, in addition any special/emergency meetings and site walks.
- Advertise and notice public hearings related to Zoning/Wetland Applications.
- Perform site visits to: determine whether new projects require a permit; monitor compliance with permits and best management practices; assess potential impacts of proposed projects to regulated area; assess impacts of violations to regulated areas.
- Plan and execute department procedures and policies.
- Manage personnel.
- Perform administrative duties including approving work hours, providing educational materials and information to the public, preparing budget and annual reports, etc.
- Catalogues inspections and photographs for enforcement proceedings.
- Ensure the TPZC & IWWC maintains a current inland wetland map and regulations.
- Performs other related duties as assigned by the First Selectman, Planning and Zoning, Zoning Board of Appeals, and Inlands Wetlands Commissions.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of and ability to apply principles, concepts, and practices governing inland wetlands, watercourses, open space uses and values, and natural resources.
- General knowledge of planning and design of all types of buildings.
- General knowledge of site planning, land use/legal descriptions, land management and measurement, and landscape design.
- General knowledge of excavating and earth moving practices.
- Knowledge of erosion control, drainage, and roadway design.
- Knowledge of geography and land-use patterns within the community.
- Ability to interpret and apply Federal, State, and local laws, regulations, and standards relating to the environment.
- Ability to review and interpret drawings, plans and environmental analysis.
- Ability to interpret wetland delineations (plantings or soils)
- Ability to express ideas clearly in both oral and written forms.
- Ability to use computer, basic word & excel- processing and database software, online permitting software (Viewpoint) as well as land use mapping programs (GIS, CONNECT).
- Ability to communicate and work effectively with diverse groups and individuals.
- Ability to exhibit tact and diplomacy in dealing with other employees and the public and to provide accurate, timely, impartial, and courteous responses to public inquiries.
- Ability to establish and maintain effective cooperative work relationships with other Town employees and Departments.

REQUIRED EQUIPMENT OPERATIONS:

- Standard office equipment such a telephones, computers, copiers, and faxes.
- Must have a valid driver's license and provide your own automobile for inspections, training, or any field related work.

REQUIRED PHYSICAL EFFORT:

- Must be able to do site inspections over possibly difficult terrain.
- Must be able to sit and work in an office environment for prolonged periods.

REQUIRED QUALIFICATIONS:

- Prior Wetlands or Zoning Enforcement experience or equivalent knowledge required.
- Prior management experience.
- General knowledge of drafting techniques and use of GIS software, surveying techniques
- CAZEO membership and certification per CGS 8-3, Subsection (e) or ability to do so within (1) year.
- D.E.P. Certified Wetlands Agent or ability to do so within one (1) year.

PREFERRARD QUALIFICATIONS:

- College degree in Municipal Planning, Wetland Ecology, Environmental Sciences or related field of study with 3-5 years' experience.
- Experience in construction techniques and materials, land use management and regulation, environmental conservation, digital mapping software and applicable technologies, and interpreting various language pertaining to development.