



**Town of New Fairfield**  
Human Resources Department  
3 Brush Hill Road, New Fairfield, CT 06812  
*Phone: (203)-312-5663*  
*Fax: (203)-312-5773*

## **JOB DESCRIPTION**

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### **ZONING ENFORCEMENT OFFICER**

#### **SUPERVISION RECEIVED:**

In respect to the interpretation and enforcement of zoning regulations, the ZEO reports to the Zoning Commission. In respect to all other matters and non-discretionary zoning matters, the First Selectman supervises the ZEO for the Board of Selectman. The ZEO is hired and fired by the Board of Selectmen. The Zoning Commission, however, must authorize by vote the ZEO to act as its agent.

#### **SUPERVISION EXERCISED:**

Part time Zoning Commission Secretary

#### **HOURS OF WORK:**

35.5 per week during regular Town Hall office hours. Town Hall union position.

#### **STAFF ASSISTANCE TO:**

Zoning Commission, Planning Commission, Zoning Board of Appeals

#### **SCOPE OF JOB:**

Enforces the zoning regulations of the Town of New Fairfield as well as state statutes concerning zoning.

#### **ESSENTIAL JOB FUNCTIONS:**

- Investigate all zoning complaints.
- Assist and advise public on any questions on the regulations and procedures required for zoning permits and appeals to the Zoning Board of Appeals.
- Identify all properties submitted on plot plans and research through original maps in Town Clerk's office, if required.
- Investigate sites of all plot plans submitted to verify conformity of proposed building or addition to plans submitted for zoning permit or variances granted by Zoning Board of Appeals before and after building is erected.
- Investigate, advise, and consult with Zoning Commission, First Selectman, and town council on all matters of violations prior to legal action.
- Write cease and desist orders to parties in violation following the established procedure.
- Attend all commission meetings and advise the commission on any and all matters that may arise. Help the commission avoid procedural defects, liability, legal problems, and unfairness in the use and interpretation of their regulations.
- Respond to all zoning correspondence and phone calls.
- Search for and investigate possible zoning violations.

- Work with Zoning Commission and consultant in revisions to zoning regulations.
- Attend ZBA meeting when an order of the ZEO is appealed to explain action taken.
- Work closely with other land use departments and boards to improve the process for the public and to protect the Town's interest and liability.
- Prepare annual zoning budget and present to commission for approval.
- As time permits, work on certification as Assistant Building Official.
- Report possible violations of building, health, and wetland's etc. codes to proper department when observed in the course of plan reviews or site visits.
- Testify in court or other formal hearings on zoning issues concerning the town.
- Supervise work of Zoning Commission secretary including insuring timely submission timecard.
- Performs other duties as assigned by the First Selectman.

**QUALIFICATIONS:**

- Associate degree in a related discipline preferred, High School or Vocational School Diploma/GED is required.
- CT Association of Zoning Enforcement Officials (CAZEO) Certification required.
- At least one year of previous supervisory experience is preferred.
- Ability to establish and maintain effective working relationships with individuals and groups throughout organization, both external and internal.
- Working knowledge of town zoning, state and building codes and statutes.
- CT Motor Vehicle Operator's License required.

*The duties and responsibilities included in this description are not intended to be all-inclusive, and employee will be expected to perform other reasonably job related duties as assigned by management.*

*The Town of New Fairfield reserves the right to revise or change the job duties and responsibilities included herein at any time upon written notice to employee. This description does not constitute a written or implied contract of employment.*