

JOB POSTING

FULL-TIME POSITION

ZONING AND WETLANDS ENFORCEMENT OFFICER

LEVEL- E-3

\$38.61 - \$54.26 HOURLY/ \$70,534.00 - \$99,135.00

ANNUALLY

POSITION AVAILABLE WITHIN THE

ZONING DEPARTMENT

SUBMIT APPLICATION AND RESUME

TO HUMAN RESOURCES

JOB DESCRIPTION IS AVAILABLE IN THE

HUMAN RESOURCES DEPARTMENT

OPEN UNTIL : SEPTEMBER 1, 2026



Town of Cromwell, Connecticut Job Description

Job Title:	Zoning & Wetlands Enforcement Officer	Position No.: 450	Date: 09/2021
Supervisor's Title:	Director, Planning & Development	Department:	Planning & Development
Total Direct Reports (If Applicable):	Number: ☐ Supervisors ☐ Non-Supervisors	FLSA Status:	☐ Exempt ☒ Non-Exempt
	Titles:	Town Manager Approval:	

Summary Statement	Performs inspections, investigative, enforcement, and administrative duties to assure that existing and proposed residential, commercial and other development properties comply with zoning and wetlands regulations of the Town and with related state and federal statutes. Organizes work to ensure compliance with the decisions and regulations of the Planning and Zoning Commission and the inland Wetland and Watercourses Agency. Prepares statistical and narrative reports for the Planning and Zoning Commission.
Essential Functions	1. Performs on-site and administrative reviews for zoning and wetlands permit applications. Reviews erosion and sediment control plans for compliance with zoning and wetlands regulations; verifies proper installation of approved erosion control devices. Issues certificates of zoning and wetlands compliance. Confers with land-use, legal and other professionals. Reviews files to determine existing approved uses. 2. Organizes work to provide regular and periodic inspection of properties throughout Town for zoning and wetlands compliance. Receives and investigates zoning and wetlands violation complaints. Issues violation notices to violators. Follow up to assure violations are corrected. Issues cease and desist orders as necessary. Confers with Town attorneys on enforcement or interpretive matters and enforcement of petition procedures. Appears in court as necessary, to support enforcement of petition procedures. Responds to public inquiries regarding regulations impacting specific properties and uses. 3. Provides information and technical assistance to the Planning and Zoning Commission, Inland Wetland and Watercourses Agency, Zoning Board of Appeals and the public. Attends commission night meetings and responds to



Town of Cromwell, Connecticut Job Description

	agenda items related to assigned work. Recommends site bond amounts and administers Erosion Bond Program. 4. Coordinate activities with other Town departments and maintain working relationships with zoning and wetlands personnel in neighboring communities. Organizes and maintains files on inspection, review and application work. 5. Participates in ongoing professional education and training regarding zoning and wetland matters, and retains membership in appropriate professional organizations. Performs other related duties as assigned.
Expected Outcomes	Compliance by both residential and commercial Cromwell general public to state and local Zoning and Inland Wetlands Regulations & statutes.
Critical Work Relationships	• Members of Planning and Zoning Commission • Members of Inland Wetland and Watercourses Agency • Members of Zoning Board of Appeals • Land-use, legal and other professionals • Applicants/General Public • Other Town (other dept.) staff
KSAs (<i>Knowledge, Skills, and Abilities</i>)	Knowledge: 1. Town Zoning and State Inland Wetland and Watercourses regulations and enforcement procedures, construction practices, land-use legislation. 2. Land use state statutes 3. Guidelines for Soil Erosion and Sediment Control 4. Regional and municipal planning as it applies to Zoning and Inland Wetlands regulations. Skills: 1. Read and interpret plans and relevant documents to determine compliance. 2. Deal effectively with other staff, professionals, the media and the public, and to gain their cooperation in matters of zoning and wetlands regulation. 3. Use judgment and diplomacy in talking with applicants on application and potential violations. 4. Write clear and concise reports and prepare and present written and oral reports. 5. Enforces statutes, policies and rules by initiating enforcement actions in a way the general public perceives as fair, objective and reasonable. Abilities:



Town of Cromwell, Connecticut Job Description

	1. Interpersonal Skills 2. Relationship Building 3. Researching 4. Communication Skills
MINIMUM Qualifications	Education, Training and Experience: • Associate's Degree in municipal or regional planning or a closely related field • Two (2) years of increasingly responsible zoning and wetlands enforcement work • Alternatively, an equivalent combination of education, training and experience Age, Citizenship, Licensure and Background Screening: • Inland Wetlands Enforcement Officer Certification Or able to obtain within one year (absent extenuating circumstance beyond employee's control). • Must possess or be able to obtain a Zoning Enforcement Certification within three years (absent extenuating circumstance beyond employee's control) • Must possess or be able to obtain a valid motor vehicle driver's license
PREFERRED Qualifications	• Bachelor's Degree in municipal or regional planning or a closely related field

*Required Physical Effort and Required Equipment Operation to be included in separate document(s).
Performs other related duties as required.*