

# TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway  
Ledyard, CT 06339

## NOTICE OF JOB OPENING

I. TITLE: Zoning and Inland Wetlands Official

II. NATURE OF EMPLOYMENT:

Hours/Per Week: 35

Rate: \$34.63 (full position range \$34.63-36.76)

Scheduled Days: Monday-Thursday, 7:30am-4:45pm & evening meetings

Position Location: Town Hall, 741 Colonel Ledyard Hwy, Ledyard CT 06339

|           |          |           |     |
|-----------|----------|-----------|-----|
| Permanent | <u>X</u> | Temporary | ___ |
| Full-time | <u>X</u> | Part-time | ___ |
| Union     | <u>X</u> | Non-Union | ___ |

Position Benefits Include:

- Health, Dental and Vision Insurance
- Employer Life Insurance
- 457(b) Defined Contribution Plan with 401(a) Employer Match
- Paid Holidays
- Accrued Leave (Vacation, Sick, Personal)
- Supplemental Insurance Plans

III. POSITION DESCRIPTION: (See Attached)

IV. CLOSING DATE FOR RECEIVING APPLICATIONS: Open Until Filled

V. WHOM TO CONTACT: A. FOR APPLICATION FORM  
[ledyardct.gov](http://ledyardct.gov)

B. FOR RETURNING APPLICATIONS  
[hr.director@ledyardct.org](mailto:hr.director@ledyardct.org)

VI. ISSUING PARTY: Christine Dias  
Director of Human Resources

VII. POSTING DATE: October 14, 2026

Qualified disabled persons who with reasonable accommodations, can perform the essential functions of the job in question are invited to apply.

Not valid unless signed below:

Approved by:



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Director of Human Resources

**TOWN OF LEDYARD  
LAND USE DEPARTMENT  
ZONING AND INLAND WETLANDS OFFICIAL**

**NATURE OF WORK:**

The official shall be charged with the implementation and enforcement of the policies and regulations of the Planning and Zoning Commission (PZC); Inland Wetlands and Watercourses Commission (IWWC); and Zoning Board of Appeals (ZBA) including Town ordinances relative to land use. The official shall have such other duties prescribed and mutually agreed upon by the Mayor, Director of Land Use, and these commissions.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Director of Land Use, or designate, in accordance with enforcement Town ordinances and policies.

**SUPERVISION EXERCISED:**

Supervises department staff as necessary.

**ESSENTIAL JOB FUNCTIONS:**

The following are illustrative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive.

- Advises various commissions and boards on land-use matters and State law with regard to comprehensive plan of zoning regulations, inland wetlands and watercourses regulations.
- Performs other duties as the Director of Land Use may prescribe not inconsistent with the duties and functions as prescribed by relevant State statutes.
- Performs research and investigation as required to prepare summaries and reports on PZC and IWWC matters.
- Interaction with town residents, town board and commission members, auditors, state officials and officials of other towns.
- Administer and enforce the Blight Ordinance; serves as the Blight Enforcement Officer.
- Act in an advisory capacity to the PZC on interpretations, drafting and researching new regulations, strategic planning, identification of problems and enforcement and other related activities.
- Responsible for receiving and acting on zoning including any required investigations or written notice and for maintaining a log with status of each complaint.

- Reviews all zoning and inland wetlands and watercourses applications along with plans and supporting documentation, The official reviews all zoning applications and plot plans for residential building permits; approves (with or without conditions) or denies such applications based on conformance with the zoning regulations and/or conformance with any approved variances.
- Maintain a system for inspections and verification that approved projects are constructed in accordance with approved plans. Issue compliance certifications.
- Supervises the maintenance of a searchable permit records database capable of tracking and providing the status of all current and completed applications as well as periodic reports and handouts regarding zoning and wetlands activities.
- Attend PZC, IWWC, and ZBA meetings as required.

**\*\*\*\*\*The duties listed above are intended only to be illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. \*\*\*\*\***

## **QUALIFICATIONS PROFILE:**

### **Knowledge, Skills and Ability**

- Knowledge of principles and practices of land use planning; inland wetlands and watercourses protection and zoning regulations.
- Ability to read and interpret drawings, plans, and specifications.
- Possesses knowledge of, and skill in utilizing computers and appropriate software programs.
- Ability to establish and maintain effective working relationships with the public, Town Officials, agencies and other office staff.

### **Experience and Training**

Graduation from an accredited university with a minimum of a bachelor's degree in planning, natural resources conservation, construction management or related field with two or more years experience in a land-use development field. Or an associates degree or equivalent from a two-year college or technical school in building construction architecture or related field plus a minimum of 3 years' experience.

In lieu of the above requirements; five years experience in land use law application, administration and enforcement, or construction supervision may be accepted.

Certification by the Connecticut Association of Zoning Enforcement Officers (C.A.Z.E.O) within 2 years of date of hire and certification by the Department of Environmental Protection (DEP) of having attended Inland Wetlands and Watercourses Commissioner/Agent Training - Segments I, II, III.

Town of Ledyard reserves the right to accept a combination of experience and education along with a commitment to obtain the minimum certifications within a mutually agreed to time frame, if they determine that such existing experience and education is sufficient to perform the required duties until such certifications can be obtained.

### **Additional Requirements**

- Two years of Zoning/Inland Wetlands experience
- Means of transportation.
- Means of contact.
- Physical and/or psychological examinations as may be required during employment.
- Drug screening both pre-employment and as may be required during employment.
- Criminal background and driving record checks are required prior to employment.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to hear, speak, stand, sit, walk, bend, twist, stoop, kneel, crouch or crawl; climb stairs to various levels, use hands to finger, feel or operate objects, tools or controls; use wrists for repetitive motion, reach with hands and arms; drive, tolerate exposure to environmental allergens.

The employee must occasionally lift and/or move up to 25 pounds. Specific abilities required by the job include normal audio ability, close vision, distant vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

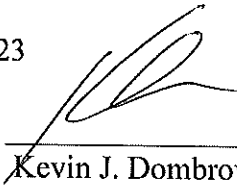
While performing the duties of this job, the employee is regularly required to attend night meetings and perform site inspections. The employee must be able to work harmoniously, cooperatively, and courteously with others at all times. While performing the duties of this job, the employee may work in outside weather conditions and is occasionally exposed to wet, cold and/or humid conditions.

## **LICENSE OR CERTIFICATE**

- Certification by the Connecticut Association of Zoning Enforcement Officers (CAZEO)
- Inland Wetlands and Watercourses Commissioner/Agent Training – Segments I, II, and III as available through DEEP.
- Licensing and certification within one (1) years of hire date.
- Valid Motor Vehicle Operator's License

**\*\*\*\*This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.\*\*\*\***

Adopted by Ledyard Town Council: October 25, 2023

  
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Kevin J. Dombrowski, Chairman