

TOWN OF SOMERS

Position Description

Position Title: Land Use Technician / Zoning Enforcement Officer

Town Department: Land Use Department

Direct Supervisor: Director of Public Works / Town Engineer

Supervises: None

FSLA Status: Full Time, 35 Hours/Week, Exempt

Bargaining Unit: None

Salary: \$20/Hour

Position Summary:

Performs technical work in providing information to the public, contractors, outside agencies and other town departments in regard to Town codes, ordinances and requirements that apply to construction and use of structures and land. Assist's with Land Use Department functions including the Engineering, Building, Health, Wetlands, Planning, and Zoning operations. Acts as the Zoning Enforcement Officer including investigative and administrative work to assure compliance with zoning regulations of the Town and related State Statutes.

Examples of Duties:

- Provides telephone and in-person customer service to residents and contractors regarding all aspects of the Land Use Department permit application and inspection process and all associated record keeping functions. Coordinates permit application review.
- Informs citizens and/or developers on compliance with regulations and explains options available.
- Provides information and technical assistance over the counter and phone to general public, property owners and developers, and their representatives.
- Investigates zoning complaints and documents action, works with property owners to resolve complaint.
- Issues cease and desist and abatement orders for zoning infractions.
- Receives monies and checks for permits. Records deposits submitted by the Public to the Town. Prepares periodical reports relating to permits and fees.
- Assists Town Engineer with office and field duties. Assists with the preparation, plans, and cost estimates relating to Town infrastructure projects.
- Assists with Town master plan preparation and updating
- Assists Sanitarian, Building Inspector, and Wetlands Enforcement Officer with daily department operations
- Maintains Town records and maps

Required Knowledge and Skills:

- Knowledge of Town customer service objectives and strategies
- Knowledge of proper telephone, office and on-line etiquette
- Knowledge of State laws, and Town Ordinances governing building, land use, planning and zoning matters.
- Knowledge of computerized software programs such as the E-Gov permit system, GIS mapping, databases, word processing, spreadsheets and electronic mail
- Knowledge of the operation of computers, scanners, and copiers
- Knowledge of regulatory and enforcement principals and procedures including investigation and inspection techniques.
- Ability to effectively communicate orally and in writing
- Ability to read and interpret engineering and architectural drawings and specifications
- Ability to establish and maintain appropriate working relationships with public officials, employees, property owners and their representatives, and the general public

Approved by:

Approved by:

Last Revision Date: 09/11

Dir. Public Works/on file

HR/on file

Date:

Date:

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Qualifications:

- Associates Degree in geography, public administration, civil engineering, construction management, planning, environmental, or related field and two years of successful experience in municipal Land Use operations, or an equivalent combination of education and experience
- CAZEO certification or be able to obtain certification within three years of employment
- AutoCad and GIS experience is preferred
- Valid Driver's License

Physical Requirements:

This position is primarily situated in an office environment. At times the environment may have extensive customer traffic, distractions and noise. Frequently, interactions will involve inquisitive customers, who may be agitated regarding their inquiries. Occasional external visits to real property/building development or job sites. The incumbent must be able to:

- Regularly sit and work for periods in excess of one hour, including working with a computer and a telephone.
- Regularly speak to customers and listen to customer issues.
- Regularly sit and work for periods in excess of one hour, including working with a computer and a telephone;
- Stand for periods up to 15 minutes and walk to provide counter service to customers visiting the Land Use department.
- Stand, lift, reach and bend to store and access records and files in the course of maintaining files and providing service to customers and support to the department within the office environment.
- Reach, bend, push, pull and lift objects of up to 25 pounds.
- Concentrate on fine details with constant interruption, some pressure and changing priorities and return to unfinished tasks when distracted and complete them efficiently.
- Occasionally work near, stand and walk over various terrains;
- Tolerate occasional exposure to variable or inclement weather conditions for periods in excess of one hour;
- Tolerate occasional exposure to elevated noise levels in the field;
- Drive an automobile during the conduct of duties.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.

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