



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street
WINSTED, CONNECTICUT 06098

JOB DESCRIPTION

Job Title: Assistant Town Planner/Enforcement Officer
Department: Land Use
Reports to: Town Planner
Prepared by: Joshua Steele Kelly, Town Manager
Last Amended: February 15, 2023
FLSA Status: Exempt

GENERAL PURPOSE

The Assistant Town Planner generally aids the work of the Town Planner and serves as the Town's Land Use Enforcement Officer. Under the umbrella of Enforcement Officer, this individual is responsible for Zoning and Blight enforcement and serves as the Town's Inland Wetlands Agent.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Enforces of and interprets the zoning regulations, the inland wetland regulations, and other applicable and related ordinances, regulations, codes, statutes.
- Receives, reviews, and makes determinations on applications for zoning, inland wetland, and other related permits; conducts frequent and proactive field inspections related to such applications.
- Investigates violations of the zoning, inland wetland, blight, and all other applicable and related regulations; issues cease and desist orders and other related enforcement documents as needed.
- Issues appropriate and necessary certificates and orders related to applicable codes in accordance with the law on an as-needed basis.
- Maintains official records of applications received, permits and certificates issued, fees collected, inspections performed, and notices and orders issued.
- Provides technical consultation, assistance, and support to Town agencies and departments, contractors, architects, engineers, and the public; provides information.
- Participates in preliminary reviews for major projects and attends related meetings as needed.
- Provides high-quality, positive customer service in-person, over the phone, by email, virtually, and in all other communication formats to residents and property owners.
- Serves as a Deputy Blight Enforcement Officer, working on blight-related matters as directed by the Blight Enforcement Officer.
- Assists with the development, presentation, and/or submittal of incident, inspection, and technical reports/documents to appropriate State and Federal agencies for environmental compliance related actions.
- Regularly reviews zoning regulations, recommends revisions, and provides planning recommendations, technical and administrative support in the development of the Town's Plan of Conservation and Development.
- Prepares information, data, reports, and presentations as needed.
- Makes routine reports of activities to the Town Planner and Town Manager.
- Attends meetings and trainings as required.
- Attends all meetings of the Inland Wetlands Commission, the Conservation Commission, and other land use boards and commissions as needed.
- Completes all other Zoning Enforcement Officer and Inland Wetlands Agent duties as outlined by the Town Charter and the Connecticut General Statutes.
- Assists with related duties on behalf of other municipalities as contracted and directed by the Town.
- Performs other related functions as assigned or required.

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QUALIFICATIONS

Education and Experience

- A bachelor's degree in land use, conservation, earth sciences, construction, or related field with two years of experience in a related field; or
- Any combination of education & experience that provides equivalent knowledge, skills, and abilities.
- Preference given to candidates that already possess Certified Zoning Enforcement Officer (CZEO) certification and/or have completed the CT Department of Energy & Environmental Protection's Inland Wetland Training (CT DEEP IWCC training) for Municipal Officials.

Necessary Knowledge, Skills, and Abilities

- Knowledge of local, state, and federal laws, ordinance, and codes governing zoning, wetlands, blight, and other related areas; ability to interpret and wholly explain related rules and regulations to the public.
- Ability to prepare and present reports and presentations on related materials.
- Ability to acquire a working knowledge of related codes and regulations
- Skill in computer programs required for the execution of the job, including but not limited to Microsoft Office programs and the Town's permitting software.
- Ability to effectively communicate orally and in writing; ability to give oral and written instructions in a precise, understandable manner, as well as the ability to follow oral and written instructions.
- Ability to interpret blueprints, schematics, and other related plans and diagrams.
- Ability to consistently make fair and rational decisions and to enforce the law firmly and courteously.
- Ability to maintain clear and accurate records.
- Ability to maintain effective working relationships with Town employees and the general public.
- Ability to prioritize, organize, and perform work independently; the ability to adjust quickly to changing priorities in a sometimes-stressful environment.
- Ability to perform basic mathematical functions related to the position.

Special Requirements

- Valid Motor Vehicle Operator's License at time of appointment and during tenure.
- Successful candidate must already possess or be able to obtain the CZEO certification and have completed the CT DEEP IWCC training within two years of being hired.
- Must be able to successfully complete a comprehensive background investigation.

TOOLS AND EQUIPMENT USED

Computer, calculator, phone, copy machine, fax machine, and motor vehicle.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Must be able to sit at a desk or stand and work continuously for extended periods of time. The employee may be required to push, pull, lift, and or carry objects weighing up to 25 pounds. While performing the duties of this job, employee is frequently required to communicate with others in-person and over the telephone. Must have ability to bend and reach to retrieve and replace files. Must be able to traverse difficult terrain and obstacles to make inspections. Must be able to enter information accurately into the computer and maintain records. Required vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus in order to inspect documents, read instructions, and verify data. Required to drive to other town offices and to inspection sites under possible adverse weather conditions.

DISCLAIMER

The above description is illustrative of tasks and abilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Winchester and the employee and is subject to change as the needs of the Town and requirements of the job change. Employees are governed by the Town's Personnel Policies and their contracts.

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