



TOWN OF BERLIN

240 KENSINGTON ROAD, BERLIN, CONNECTICUT 06037-2648

Job Title: Zoning Enforcement Officer (Temporary 6 - 12 month duration)

Function:

Under the direction of the Assistant Town Planner and the Town Planner, independently responds to zoning concerns and/or complaints, zoning permits, as well as provides access and guidance with department records, forms and applications. This is a temporary, non-union, full time position with benefits.

Typical Duties, Responsibilities, Tasks & Assignments:

- Responds to inquiries in person, on the telephone and in writing, providing quality customer service to the various constituents of the department, as well as the general public. Provides basic zoning information including: utilizing the GIS and print map to identify property zones; assisting the public with plot plans; providing and explaining zoning bulk requirements; assisting with Certificate of Zoning Compliance forms; receiving and responding to reports of zoning violations; and responding to other general department inquiries as necessary and appropriate.
- Utilizes and maintains department software to record, categorize and track complaints. Uploads photographs and scanned documents, ensuring all data is electronically maintained.
- Conducts field inspections, including investigation of reported violations and confirmation of required soil erosion control measures and follows up taking appropriate measures.
- Assists the Town Planner and Town Manager with administration of blighted properties.
- Researches zoning and other land use matters including utilizing interdepartmental records and online resources.
- Assists the Town Planner with plan reviews as necessary.
- Coordinates with the GIS contractor as needed.
- Serves as the Town liaison to the Zoning Board of Appeals. Prepares necessary records and distributes to the Board members. Attends meetings and oversees the preparation of accurate minutes at night meetings.
- May assist with the Historic Commission and attend meetings as necessary.
- Performs other related duties as assigned.

Special Skills & Requirements:

Associate's degree with at least two years related enforcement experience in construction, architecture, geography or other land use setting required. CZEO certification preferred. Must possess an understanding of zoning regulations. Proficiency with map and plan reading and ability to identify wetlands boundaries, easements and other plan notations, required. Ability to explain zoning and plan information for residents and applicants as it relates to zoning. Property research skills including familiarity with Land Records, building permit records and Assessor field cards required. Must possess strong customer service as well as computer skills including proficiency utilizing Word, Excel and GIS, and familiarity with permitting software along with the ability to learn other programs as needed. Must possess or have the ability to attain a valid CT driver's license.

Physical Requirements

The work requires occasional physical exertion such as long periods of standing, walking over rough or difficult surfaces, recurring stooping, climbing or walking, recurring lifting of moderately heavy items weighing less than 25 pounds and may require minimal lifting of objects weighing in excess of 25 pounds.