



Town of Woodbury Job Description

Job Title: Land Use Enforcement Officer
Department: Land Use
Reports To: Town Planner
FLSA Status: Non-Exempt
Union Status: Non-Union
Approved By: Board of Selectmen
Approved Date: September 25, 2014

Summary Job Description: Enforcement of Town Zoning, Inland Wetlands and Watercourses, Planning, Historic District Commission and subdivision regulations. Works under direct supervision of the Town Planner and receives direction and requests from the Land Use board and commission chairmen.

Mandatory Requirements for all Town Employees: A) You are required to understand and abide-by all safety work practices for yourself and your staff members. B) You are required to understand and use customer service “best practices” when dealing with external customers (the public) and internal customers (peers and co-workers) by treating everyone fairly, with understanding, empathy, and professionalism.

Duties and Responsibilities: The Land Use Enforcement Officer is to assist the Town Planner and Building Official in the following ways:

1. Enforce land use regulations including but not limited to the investigation of complaints, issuance of notices of possible violation and other enforcement actions as may be required.
2. Monitor construction projects for compliance with regulations and conditions of approval; work with owners and contractors to ensure compliance or restoration; initiate enforcement as necessary.
3. Assist applicants for land use permits and general public with regulatory requirements and schedules.
4. Conduct regular compliance inspections of quarry operations, historic and Main Street districts, and other ongoing regulated activities.
5. Prepare regular enforcement reports and maintain enforcement log.
6. Attend inland wetlands and watercourses agency and other commission meetings as necessary.
7. Process and issue permits and certificates of compliance pursuant to the Woodbury Zoning Regulations.
8. Conduct water sampling and reporting.
9. Complete and file Department of Energy and Environmental Protection reports and other State reports in a timely manner.
10. Receive, record, and investigate possible Zoning, Inland Wetland, and Historic District violations.
11. Works collegially with Building Official, Health Department Officials, Director of Public Works, and other Town staff.

Specific Knowledge and Skills Required:

1. Must possess basic knowledge of principles of land use development and land use regulation.
2. Must demonstrate familiarity with principles of wetlands protection, basic construction practices, and erosion and sediment control practices.
3. Ability to understand and interpret site development plans, plot plans, maps, environmental assessments, and similar documentation.
4. Good communications skills, both written and oral, and ability to interact effectively and non-confrontationally with diverse constituency.
5. Must possess a valid Connecticut driver's license and provide own transportation.
6. Ability to access construction sites and traverse rough terrain.
7. Ability to use Microsoft Office and GIS software.

Supervisory Responsibilities: Provides general guidance and supervision of Land Use clerical staff as needed.

Qualifications: High School degree and three to four years related experience including at least one year of zoning enforcement or inland wetlands enforcement. College degree in related field may be substituted for two years of experience. Must possess CAZEO and DEP Inland Wetlands certification.

Physical Demands

How much on-the-job time is spent performing the following physical activities:

Physical Activity	Amount of Time			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle, or feel				X
Reach with hands and arms		X		
Climb or balance				X
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell				X

Lifts Weight or Exerts Force	Amount of Time			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Up to 10 pounds		X		
Up to 25 pounds				
Up to 50 pounds				
Up to 100 pounds				
More than 100 pounds				

Environmental Conditions	Amount of Time			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions				X
Extreme cold (non-weather)		X		
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

Vision requirements of this job:

Close Vision	X
Distance vision	X
Color vision	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

RECEIVED & FILED
IN WOODBURY, CT

This 1st day of OCT 2014
at 2⁰⁰ o'clock PM

Supreme O'Brien
O ADD: Town Clerk

Level of noise that is typical in the work environment for this job:

Very quiet conditions	
Quiet conditions	
Moderate noise	X
Loud noise	
Very loud noise	