

Exam Number: 2009-2010 12
Date Issued: August 21, 2009

**THE TOWN OF GREENWICH
ANNOUNCES
OPEN COMPETITIVE EXAMINATION
FOR THE POSITION OF**

Zoning Enforcement Officer

SALARY RANGE: \$73,972-\$95,447

CLOSING DATE FOR FILING APPLICATIONS: September 4, 2009

Applications must be received by the closing date.

Your application is a critical component of the examination process. The "Revised 4/08" application must be fully completed and signed and should contain all the information to show that you meet the minimum qualifications as stated on the job description.

DUTIES:

Performs responsible professional work involving the enforcement and administration of the Building Zoning Regulations and oversees and directs the Town's Zoning Inspectors. Reviews all building Permit applications for zoning approval, organizes a comprehensive program for plan review, field inspections, and consultations, and for issuing written opinions and decisions that may be appealable to the Planning and Zoning Board of Appeals.

The Zoning Enforcement Officer interprets, administers, and enforces the zoning regulations according to State Statutes and policies and procedures established by the Planning and Zoning Commission. Reports to and works under the supervision of the Building Official.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university in Engineering, Architecture, or a related field plus 3 years of recent (within the last 10 years) related experience in code enforcement, planning, engineering, architecture or similar field, preferably in Connecticut; or
2. Associate's degree from an accredited college or university in Engineering, Architecture, or a related field and certification as a Zoning Enforcement Official plus 5 years of recent (within the last 10 years) related experience in code enforcement, planning, engineering, architecture or similar field, preferably in Connecticut; or
3. An equivalent combination of education and experience, however, all candidates must possess at least 3 years of the required experience.

SPECIAL NECESSARY REQUIREMENT:

Certified Zoning Enforcement Official certification (CZEO) certification within one year of appointment. Must possess and maintain a valid motor vehicle license to drive in the State of Connecticut.

EXAMINATION:

100% Oral Examination

All positions may be subject to an interview process.

Candidates who are invited to test must pass each portion of the exam process in order to be certified to the eligibility list. Applicants who meet the qualifications for this position will be notified in writing of the time and place of the examination.

The Town reserves the right to limit the number of qualified candidates who will be invited to participate in the examination, or any part thereof.

The eligible list containing the names of successful examination candidates will be in force for a minimum period of six (6) months, and will allow candidates to be considered for appointment to this position and any others in the same class, which may become available during that timeframe.

All outside candidates will be required to undertake and successfully pass a pre-employment medical examination, which includes a substance abuse test, given at the Town's expense prior to employment.

Certain categories of Town employees (Police, Fire, Nurses, etc.) are at special risk of Hepatitis B and will be offered a protective vaccination beginning the first day of employment. New, regular full time employees will be required to demonstrate their vaccination status against Hepatitis B.

The Town of Greenwich has implemented a policy of background investigations for management/professional positions prior to hiring as part of the reference checking procedures for outside candidates. The investigation will only be conducted as the last step prior to an offer.

Refusal to sign the release form will terminate the candidate's further consideration.

If claiming veteran's preference, proof (DD-214) must be submitted at the time of application.

APPLICATION FORMS AVAILABLE:

Human Resources Department
Town of Greenwich
101 Field Point Road
Greenwich, CT 06830
Telephone: (203) 622-7734

The Town of Greenwich is Dedicated to Diversity and Equal Opportunity Employment

TITLE: ZONING ENFORCEMENT OFFICER

Department: Public Works
Division: Building Inspection
Bargaining Status: LIUNA
Salary Range: M-B-1
FLSA Status: Exempt
Job Code: 3843
Date Created:
Last Amended: July 2009
Class: Classified

GENERAL STATEMENT OF DUTIES:

Performs responsible professional work involving the enforcement and administration of the Building Zoning Regulations and oversees and directs the Town's Zoning Inspectors. Reviews all building permit

applications for zoning approval, organizes a comprehensive program for plan review, field inspections, and consultations, and for issuing written opinions and decisions that may be appealable to the Planning and Zoning Board of Appeals.

The Zoning Enforcement Officer interprets, administers, and enforces the zoning regulations according to State Statutes and policies and procedures established by the Planning and Zoning Commission.

Reports to and works under the supervision of the Building Official.

ESSENTIAL FEATURES:

Examines all building permit applications, site plans, subdivision plans, and surveys of new buildings, additions and alterations to insure compliance with Building Zone Regulations, and Planning and Zoning (P&Z) conditions; submits comments and reviews of plans to Planning and Zoning as part of interdepartmental approval process for applications requiring P&Z review and approval.

Supervises and provides leadership to the Zoning Inspectors in the review of building permit applications, directs their investigations and processing of zoning violations and dealings with the public, testifies in court.

Inspects sites of new construction to insure compliance with approved plans, Building Zone Regulations and Planning and Zoning conditions.

Consults with the Planning and Zoning Commission on matters of interpretation of zoning and subdivision regulations. Submits comments to Planning and Zoning Director and Commission as part of interdepartmental approval process for applications requiring P&Z review and approval.

Responsible for investigating alleged zoning violations and is charged with decisions regarding compliance with or violation of applicable zoning regulations. Handles all referrals of violations through the Town Attorney or other agency involved to eliminate zoning violations.

Organizes and/or performs field inspections on all phases of the construction process including on-going construction, before issuance of Certificate of Occupancy, and after occupancy to assure compliance with site plans and subdivision plans approved by the Planning and Zoning Commission; reviews site work, required screening and planting, adequacy of parking facilities, fences, signs, excavations, and land fills, corner visibility, lighting, odors and noise, setbacks, architectural details, building height, foundation location, to assure compliance with approved plans and regulations.

Inspects at site for compliance with Planning and Zoning Board of Appeals (PZBA) and Planning and Zoning Commission conditions as to hours of operation, odors, noise, scope of use, screening, lighting location and intensity, number of employees adequacy of parking and egress, following construction, as required.

Prepares all applications to the Planning and Zoning Board of Appeals and appears or is represented at such meetings.

Acts as Staff for the Planning and Zoning Board of Appeals, preparing annual and monthly calendars, agendas, applications, decisions, legal notices and appeals to the Superior Court. Attends Planning and Zoning Commission meetings when matters of interest are on the agenda and/or as requested by the commission. Recommends changes in the regulations to the Planning Commission where problems have developed.

Provides consultation to members of the general public, attorneys, architects, planners and engineers concerning specific application of the Building Zone Regulations.

Prepares fiscal budget for Zoning Enforcement and Planning and Zoning Board of Appeals, appearing before Town agencies in connection with budgetary issues.

Conducts field inspections throughout the Town.

Performs other related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of Land Use and Zoning related State of Connecticut General Statutes, and the Greenwich Municipal Code Building Zone Regulations; knowledge of policies and procedures regarding application of the Building Zone Regulations.

Working knowledge of planning and design of all types of buildings; knowledge of the streets and built-up areas in Greenwich. Working knowledge of landscape and site planning, erosion control, drainage and roadway design.

Knowledge and experience in architectural or construction drafting, land surveying.

Skilled in the use of a personal computer and related software applications.

Ability to read, understand and interpret all types of building plans, site plans and subdivision plans including topographical maps and building elevations.

Ability to understand and apply the Zone Regulations in consultation with affected parties Ability to prepare complex written and oral material explaining decision and opinions; ability to sketch and prepare simple drawings and to prepare concise and accurate reports.

Ability to exercise a high degree of persuasion, tact and diplomacy in carrying out the duties of the position.

Ability to conduct investigations.

Ability to communicate well with persons individually or in groups and to work harmoniously with other town agencies, and construction personnel, and to maintain effective public relations; ability to effectively supervise and motivate staff personnel.

Ability to operate a motor vehicle in the State of Connecticut.

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