



Town of New Milford

Personnel Department

10 Main Street, New Milford, CT 06776
Telephone (860)-355-6089 – Fax (860)-355-6031

JOB CLASSIFICATION DESCRIPTION

Job Title: Land Use Compliance Officer/Public Works Inspector

Department: Land Use & Public Works

Non-Union – 40Hrs/Wk

Job Summary: Performs site inspections and investigative and administrative duties to ensure compliance with the Town's land use regulations and road and driveway ordinances. Assists the Land Use Department and the Department of Public Works in providing residents and applicants with information to successfully obtain needed permits.

Supervision Received: Reports to the Land Use Supervisor / Town Planner / Zoning Enforcement Officer, Wetlands Enforcement Officer, and the Director of Public Works.

Supervision Exercised: None

Essential Job Functions:

- Perform construction inspections on Public Works projects, primarily road, drainage, sidewalk and bridge construction projects.
- Issue utility road cut, driveway and right of way permits.
- Reviews, evaluates and inspects properties for compliance with the Town's Land Use Regulations and Permits/Approvals.
- Conduct road condition assessments.
- Enforces sedimentation and erosion control requirements for permitted construction activities and conducts inspections for the release of sedimentation and erosion control bonds.
- Investigates complaints regarding possible land use violations by conducting site visits, file reviews, and regulation research.
- Prepares and issues voluntary compliance letters, cease and desist orders, notices of violations, and municipal citations when violations are found and submits information to the ZEO, WEO, or Director of Public Works as required. Appears in court regarding enforcement matters as required.
- Works with other Town departments and staff regarding possible violations of applicable Town ordinances as required.
- Assists the public with local land use regulations and requirements and in preparing applications to all land use Commissions, Boards and Agencies.
- Reviews Land Use and Public Works applications and issues permits and certificates/letters of compliance when appropriate.
- Provides the public with information related to Public Works requirements and Land Use regulations and procedures needed to successfully obtain all permit approvals.

- Inspect proposed subdivision roads and prepares reports for the Zoning and Planning Commissions and the Municipal Road Committee as needed.
- Attends seminars and training sessions related to wetlands, zoning, public works and other land use issues.
- Attends Commission, Agency, and/or Board meetings when required.
- Assists in other land use areas as requested by supervisors.
- Performs other duties as assigned that are necessary and appropriate.

Knowledge, Skills and Abilities:

- Thorough knowledge of state and local laws and regulations governing road construction.
- Knowledge of the principles and practices of civil engineering and general construction.
- Experience working with contractors on projects and ability to communicate ideas
- Demonstrated ability to interrelate in a professional and efficient manner with the general public, contractors and town officials.
- Ability to read, understand and interpret, and communicate Town land use regulations and State Statutes regarding land use.
- Ability to understand specific land use ideas and apply the theories behind associated land use concepts with the ability to effectively communicate these to the public.
- Ability to read and analyze technical reports, property surveys, site plans, aerial photographs, soils maps and construction drawings.
- Ability to effectively work with a diversity of people in such a manner to encourage compliance with regulation requirements
- Ability to meet deadlines and prioritize work projects in consideration of the shared needs of the combined departments and statutory timeframes.
- Ability to multi-task and coordinate work between multiple offices subject to continuous interruptions and background noises.
- Ability to communicate effectively and efficiently with the public including strong oral and written communication skills
- Computer literacy with windows run programs, e-mail, Internet access and the ability to learn new programs as needed
- Ability to keep accurate records and prepare letters, memos, and reports
- Ability to attend and participate at night meetings as required.
- Ability to carry and lift documents and equipment weighing up to 50 pounds
- Ability to work outdoors in inclement weather and traverse difficult, rocky, steep or swampy terrain as required for site inspections.
- Must be able to drive and maintain a valid driver's license.

Education, Training and Experience:

- High School diploma or equivalent with at least 5 years of experience in the administration and enforcement of local and state land use regulations. A bachelor's degree in planning, environmental studies, landscape architecture, civil engineering, construction management, public administration or a closely related field from an accredited college or university may substitute for the required experience.
- Knowledge of Connecticut State Statutes with regard to land use.

- Thorough knowledge of state and local laws and regulations governing road construction. Knowledge of the principles and practices of civil engineering and general construction.
- Connecticut Association of Zoning Enforcement Officials (CAZEO) Certified Zoning Enforcement Technician (CZET) certification and Department of Energy and Environmental Protection (DEEP) Inland Wetlands Commissioner/Agent training certification required or must be able to achieve both within 2 years of date of hire.
- Computer literacy with Windows run programs, e-mail, Internet access, database and spreadsheet entry and reports, and applicable Town computer systems required.
- Valid Connecticut driver's license.
- Municipal or contractor experience preferred.
- Veterans preferred.

This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.

Last Revised 9/26/2024

Working Conditions, Physical and Mental Requirements: Occasionally may be exposed to inclement weather in carrying out job duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C
Physical Demands:					Depth Perception				X
Standing				X	Color Distinction				X
Walking				X	Peripheral Vision				X
Sitting		X			Driving		X		
Lifting		X			Physical Strength:				
Carrying		X			Little Physical Effort (-10 lbs.)			X	
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)		X		
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions:				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling		X			Temperature Changes			X	
Reaching			X		Wetness		X		
Handling			X		Humidity		X		
Grasping			X		Extreme Noise or Vibration		X		
Twisting			X		Exposure to Chemicals		X		
Feeling			X		Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids		X		
Repetitive Motion			X		Exposure to dampness		X		
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X		
Visual Acuity/Near				X	Mechanical Hazards		X		
Visual Acuity/Far				X	Physical danger		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.