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
Department: Land Use
Non-Union – Exempt

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

Supervision Received: Reports to the Land Use Supervisor / Town Planner / Zoning Enforcement Officer and the Wetlands Enforcement Officer

Essential Duties:

- Reviews, evaluates and field inspects properties for compliance with the Town's Land Use Regulations and Permits/Approvals.
- 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 voluntary compliance letters, cease and desist orders, notices of violations, and municipal citations when violations are found and submits information to the ZEO and WEO 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 applications and issues permits and certificates/letters of compliance when appropriate.
- Provides the public with information including land use regulations and procedures needed to successfully obtain all land use approvals.
- Attends seminars and training sessions related to wetlands, zoning and other land use issues.
- Attends Commission, Agency, and/or Board meetings when required. .
- Performs other duties as assigned that are necessary and appropriate.

Knowledge, Skills and Abilities:

- 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 20 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, 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.
- Connecticut Association of Zoning Enforcement Officials (CAZEO) Certified Zoning Enforcement Official (CZEO) certification and Department of Energy and Environmental Protection (DEEP) Inland Wetlands Commissioner/Agent training certification required or must 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.
- Veterans preferred.

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

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.

Revised 4/25/2024
Revised 7/3/2024