

TOWN OF TRUMBULL
ZONING ENFORCEMENT OFFICER
PLANNING & ZONING

GENERAL STATEMENT OF DUTIES

1. Performs administrative, interpretative and investigative activities to enforce Trumbull's Zoning Regulations.
2. Ability to understand and interpret architectural plans, blue prints, site plans, land maps, technical reports, and regulations.
3. Consults and advises for conformance with zoning and sub-division regulations; issues certificates for zoning compliance, special permits and waivers.
4. Establish performance bonds where necessary and follow up for expirations.
5. Perform field investigations and investigate complaints.
6. Issue orders for compliance and where necessary follows progressive legal steps for code enforcement.
7. Prepares reports on matters appealed to the Zoning Board of Appeals.
8. Testifies in Court on matters pertaining to violations of the Trumbull Zoning Regulations.
9. Participates in code enforcement meetings and coordinates information required from such departments as Police, Fire, Health, WPCA, Engineering and Building.
10. Prepares a variety of reports and maintains accurate records of all activities.
11. Attends a variety of board and commission meetings as required and performs other related duties as requested.
12. Works with confidential data where the effect of any disclosure would be negligible.
13. Works closely with the Town Attorney relative to litigation and enforcement issues.

SUPERVISION RECEIVED

Works under the direct supervision of the Director of Planning and Development and works in conjunction with the Chairman of the Planning and Zoning Commission and Zoning Board of Appeals with regard to interpretation and enforcement of the Trumbull Zoning Regulations.

SUPERVISION EXERCISED:

Assists Director of Planning & Development in supervising of personnel in the department.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Strong interpersonal and communication skills (both verbal and written).
2. Must have strong computer skills, particularly in Microsoft Word, Excel, and Outlook.
3. Highly self-motivated and must be able to excel with minimum supervision.
4. Ability to respond courteously to the public.

5. Certification as a Zoning Enforcement Official by the Connecticut Association of Zoning Enforcement Officials after completing the seminar offered by the Institute of Public Service at the University of Connecticut. Must become certified within one (1) year of appointment, or, at the earliest date based on scheduling of the IPS certification course.
6. Ability to establish and maintain effective work relationships with the public and associates.
7. Ability to express ideas effectively in oral and written form to associates, general public and appointed boards or commissions.
8. Ability to analyze, interpret and administer the provisions of the Zoning Ordinance.
9. Ability to read, interpret and analyze plans and specifications with respect to zoning requirements.
10. Ability to enforce in an equitable manner, the zoning requirements of the Town.

EXPERIENCE AND TRAINING:

B.A. in public administration, business administration, or a related field.