

CITY OF MILFORD

Applications are now being accepted for the position of **ZONING ENFORCEMENT OFFICER** in the Department of Permitting and Land Use, Planning and Zoning division.

Applicants must be a high school graduate. College training may be substituted for general experience. Experience in inspection or enforcement work highly desirable. Must possess valid CT driver's license. Attendance at night meetings required. Test will be given. Must obtain Certified Zoning Enforcement Official Certification (CZEO) within two years.

The position is in Grade 48 with weekly salary limits as follows:

Minimum.....	922.51
Step 1	964.07
Step 2	1,005.84
Step 3	1,047.38
Step 4	1,089.11
Maximum.....	1,130.71

Applications must be made at the Personnel Department, Parsons Office Complex, on or before February 10, 2012.

See full job description below.

ZONING ENFORCEMENT OFFICER

DEFINITION

This is enforcement work in the interpretation and application of zoning regulations. Receives general direction from the Director of Permitting and Land Use. Works within the Planning & Zoning Division.

ILLUSTRATIVE DUTIES

Interprets, explains, and enforces zoning regulations.
Investigates complaints of zoning violations.
Attends legal hearings and testifies in court as required.
Ability to conduct technical research and prepare technical reports.
Works with and may attend night meetings of the Planning and Zoning Board.
Assists members of Zoning Board of Appeals and attends all Zoning Board of Appeals meetings.
Issues zoning permits.
Drafts new zoning regulations and recommends changes in the present regulations.
Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to read and interpret zoning laws and regulations.
Ability to organize material and present information as, for example, in a court case.
Ability to read and interpret plans, blueprints, maps and specifications.
Considerable interpersonal skills.
Oral and written communication skills.
Investigative ability.
Performs related duties as required.

QUALIFICATIONS

Graduation from high school. College training may be substituted for general experience.
Inspection or enforcement work desirable.
Possession of a valid Connecticut driver's license.
Must obtain Certified Zoning Enforcement Official Certification (CZEO) within two years of hire.

Civil Service Commission
City of Milford, CT
Rev: December 2009