

**CITY OF DERBY/TOWN OF BETHANY  
JOB POSTING**

**Position:** Zoning/Wetlands Enforcement Officer  
**Department:** Land use; Reports to Planning & Zoning Commission, Inlands & Wetlands Commission and Mayor/First Selectman  
**Classification:** Exempt  
**Full/Part-Time:** Full-Time (36 hours/week, 18 hours in each Municipality)  
**Schedule:** Bethany: Monday & Wednesday 9:00am-4:30pm, Friday 9.a.m-12pm; and Derby: Tuesday 8:30am-5:00pm & Thursday 8:30am-6:00pm  
**Rate of Pay:** Annual Salary of \$50,728.00  
**Closing date:** Friday March 12, 2021

**Job posting:**

The City of Derby and the Town of Bethany have entered into an inter-municipal shared services agreement for a full-time Zoning and Wetlands Enforcement for both municipalities ("ZWEO"). A full list of required duties is included in the attached Job Description.

**Minimum Qualifications:**

Bachelor's Degree from an accredited college or university. Applicant must also have, or complete within one year, the following certification and training: 1) Connecticut Association of Zoning Enforcement Officials ("CAZEO") certification; and 2) Connecticut Department of Energy and Environmental Protection's ("DEEP's") training class for wetlands officers. The ZWEO will also require a driver's license in order to travel to sites and make inspections.

**Physical requirements:**

- Ability to remain in a stationary position, often standing or sitting for prolonged periods.
- Ability to bend, reach and perform other necessary movements to conduct site inspections both indoors and outdoors.
- Ability to work in a setting subject to continuous interruptions and background noises.
- Ability to lift up to twenty-five (25) pounds occasionally.

**Conditions of Employment:**

Must pass drug test and criminal background check.  
This position is subject to a probationary period of six months.

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A copy of the full job description is attached.

An employment application may be obtained by visiting the City of Derby website at <https://www.derbyct.gov/EmploymentOpportunities> or by contacting Pam Gagliardi at [pgagliardi@derbyct.gov](mailto:pgagliardi@derbyct.gov) or at 203-736-1450 ext. 1221.

## **1. Job Description**

### **a. General Statement of Duties for Zoning Enforcement:**

- i. Participation in the development of goals and objectives as well as policies and procedures for the Zoning Enforcement Officer;
- ii. Attends meetings of the Planning & Zoning Commission ("PZC") as required.
- iii. Reviews all applications for compliance with the zoning regulations.
- iv. Answers inquiries from and advises property owners, builders, and the public regarding compliance with zoning regulations;
- v. Maintains accurate, complete records of complaints, inspections, violations and citations;
- vi. Prepares monthly written reports detailing code enforcement activity and results for presentation to the Planning & Zoning Commissions (the "Commissions");
- vii. Conducts field investigations, inspects properties for violations, attempts to make contact at the residence or business in order to resolve violations;
- viii. May discuss a complaint with each respective Commission and receive direction from the Commission before taking an enforcement action;
- ix. Consults and coordinates with the Municipal Planner, Planning Consultant and/or Municipal Engineer as to any questions or issues that arise.
- x. Issues and posts warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations;
- xi. Schedules and performs all follow-up functions to gain compliance, including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances;
- xii. No certificate of occupancy required for a new building or additions or renovations to existing buildings shall be issued until it is certified in writing by the Zoning Enforcement Officer that such building, renovations or additions are in compliance with the zoning regulations;
- xiii. Appears at court proceedings by order of the court, or at the direction of the Chief Executive in each Municipality, the Board of Aldermen/Alderwomen, Board of Selectmen, Planning and Zoning Commission or the IWC; and
- xiv. In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by the Commission for each Municipality, including attendance at Commission meetings and meetings of the Zoning Board of Appeals.
- xv. Time permitting, either meets with or communicates with the applicant and/or the agent prior to the receipt date of the application to discuss application submittal requirements and regulated activity (activities) proposed by the applicant and identified on the application.

**Continued on next page.**

**b. General Statement of Duties for Wetlands Enforcement:**

- i. Collects and reviews applications and supporting documents for completeness and compliance to Inland Wetlands and Watercourses Regulations (the “Regulations”) for each Municipality;
- ii. Completes site walks, when applicable, for each application for permit submitted;
- iii. Collects application/site visit fees;
- iv. Time permitting, either meets with or communicates with the applicant and/or the agent prior to the receipt date of the application to discuss application submittal requirements and regulated activity (activities) proposed by the applicant and identified on the application;
- v. Reviews plans and accompanying documentation for compliance with Regulations, and to assure that the function and value of the wetlands resources under review are preserved and protected;
- vi. Attends meetings of the Inland Wetlands Commission (“IWC”) as required;
- vii. Provides Inland Wetlands Officer report for each regular meeting held by the IWC. The report should include a list and description of all rulings and activities performed;
- viii. Takes appropriate action to enforce the Regulations, and conditions or permits;
- ix. Issues notices of violation, fines, or cease and desist orders;
- x. Monitors and inspects all licensed activities, unless directed otherwise by the IWC.
- xi. Deals with storm water issues and illicit discharges;
- xii. Sets up program for inspections of catch basins – box culverts and detention ponds. Records location and conditions and alerts Public Works by phone and writing to clean or repair units that are not working. Follow-up to insure repairs;
- xiii. Aides the IWC in reviewing and updating the Regulations as required;
- xiv. Appears at court proceedings by order of the court, or at the direction of the Chief Executive in each Municipality, the Board of Aldermen/Alderwomen, Board of Selectmen, or the IWC.
- xv. May assist in preparation of legal notices for the IWC;
- xvi. May offer advice to the IWC for preparation of its yearly budget; and
- xvii. In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by the IWC for each Municipality.

2. **Supervision Received:** As an employee of both Municipalities, the ZWEO shall be subject to the personnel policies of each Municipality and work under the direct supervision of the individual so designated by the Chief Executive of each Municipality.
3. **Supervision Exercised:** The ZWEO may supervise others assigned to assist in work for which responsibility has been delegated.
4. **Knowledge, Skill and Abilities:** The ZWEO shall have knowledge of town, state, and federal laws and regulations pertaining to land use, zoning, building permits, property maintenance, health, public safety, peace, animal regulations, fire, traffic, disabled access, and public nuisance. The ZWEO shall also possess knowledge of methods, procedures and techniques used in the identification, interpretation and enforcement of a wide variety of code violations and also possess constructive knowledge of the principles and methods of research and investigation related to zoning and wetlands code enforcement. The ZWEO shall be required to have knowledge of town, state, and

federal laws and regulations pertaining to inland wetlands and watercourses. With that knowledge, the ZWEO should have the ability to recognize conditions that constitute wetlands violations in the respective Municipalities and also recognize conditions that constitute zoning violations in each Municipality served. The ZWEO should possess the ability to use effective inter-personal techniques to interact with citizens and the public when explaining zoning/land use codes and permit requirements, and also analyze potential zoning code violations accurately, and adopt effective resolution processes. The ZWEO should have the ability to interpret land use, zoning, planning and construction-related codes and investigations and also prepare comprehensive reports and deliver oral and written presentations before various governmental bodies. This shall require a proficiency in using the Office Suite of programs (Word, Excel, and PowerPoint).

\*\*The City of Derby and the Town of Bethany are Equal Employment Opportunity (EEO) employers. Discrimination is prohibited against applicants on the basis of age, race, color, religious creed, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, genetic information, status as a veteran, present or past history of mental disorder, or intellectual, learning, or physical disability.

**Date Posted: 2/24/2021**