

UPSEU INTERNAL JOB POSTING NOTICE

JOB TITLE: ZONING/CODE ENFORCEMENT MANAGER

DEPARTMENT: CODE ENFORCEMENT DEPARTMENT

The Zoning/Code Enforcement Manager performs highly responsible and professional administrative work involving managing the activities of the Code Enforcement Department and supervising its staff. The Zoning/Code Enforcement Manager is responsible for interpreting and enforcing the zoning, housing, signage, and blight codes and for communicating this information to individuals and businesses located, or planning to locate in the Town of Windham. Must be well-organized, reliable, capable of multi-tasking and have the ability to interact well with the public. This position requires the regular exercise of independent judgment, initiative, confidentiality, and accuracy. This is a full-time exempt position (40 hrs/wk); Salary Grade 7; Salary Range \$68,571 to \$82,969.

Must possess a Bachelor's Degree from a recognized college or university in a related field; plus five (5) years of experience in a field related to the interpretation, application, and enforcement of zoning regulations; Connecticut Association of Zoning Enforcement Officials (CAZEO) certification is desired. (Such certification otherwise is required within one (1) year of appointment or earliest date based on course scheduling.) Must possess and retain a valid Connecticut Motor Vehicle Operator's License. Knowledge of Microsoft Office and Google Cloud Platform, required. Knowledge of MUNIS, KRONOS, Muncity, QDS, and Quickbooks, preferred. Bilingual (English and Spanish), preferred.

INTERNAL CLOSING DATE: FRIDAY, OCTOBER 14, 2022. EOE/AA/M/F/D/V

**TOWN OF WINDHAM
JOB DESCRIPTION**

ZONING/CODE ENFORCEMENT MANAGER

NATURE OF WORK: The Zoning/Code Enforcement Manager performs highly responsible and professional administrative work involving managing the activities of the Code Enforcement Department and supervising its staff. The Zoning/Code Enforcement Manager is responsible for interpreting and enforcing the zoning, housing, signage, and blight codes and for communicating this information to individuals and businesses located, or planning to locate in the Town of Windham. Must be well-organized, reliable, capable of multi-tasking and have the ability to interact well with the public. This position requires the regular exercise of independent judgment, initiative, confidentiality, and accuracy.

SUPERVISION RECEIVED: The Zoning/Code Enforcement Manager performs work under the direct supervision of the Director of Development in accordance with prevailing policies, rules and regulations, laws, codes and ordinances.

SUPERVISION EXERCISED: Provides day-to-day supervision to the Code Enforcement Department Staff, assigning work as necessary.

EXAMPLES OF ESSENTIAL FUNCTIONS:

Responsible for the enforcement of the Town's Zoning and Subdivision, Wetlands, Sign, Blight, and Housing Codes through the examination of residential and commercial building permit applications, development plans, and on-site inspections.

Manages the Code Enforcement Department Staff; plans and coordinates inspection, review, and enforcement work in connection with use permits and plans of development. Investigates zoning ordinance violations.

Inspects quarry, sand, and gravel operations and occupancy permits for conformance with Zoning Ordinance requirements, and official conditions imposed by the Town Council, Planning and Zoning Commission, and Board of Zoning Appeals. Inspections are performed prior to, during, and on a continuing basis after completion of projects.

Issues citations for violations, in accordance with local ordinances; assists with writing search/arrest warrants; enforces zoning ordinances

Organizes and maintains files on inspections performed and notices issued.

Confers with contractors, Town officials, property owners, and the general public to provide information and resolve problems and address complaints.

Works proactively with homeowners, landlords, business owners, civic groups, and Town Boards/Commissions to build community relationships, through program development that strengthens compliance with regulations.

Provides technical consultation to other Town departments and appropriate agencies, as necessary.

Reviews and implements relevant laws, codes, ordinances, and regulations; assists with the development/writing of the same.

Receives and investigates complaints of zoning violations; follows up on complaints to assure that violations are corrected.

Provides information and technical assistance in person and via telephone to members of the general public, property owners and developers, and their representatives.

Prepares correspondence, reports, memoranda, and other written work. Develops and maintains accurate, detailed, and confidential files and records. Maintains daily activity log, telephone log, and pending enforcement file. Maintains and utilizes land use information using the Town's various computer technologies, including a file management system that tracks permits and enforcement complaints (Municipality).

Attends meetings of the Planning and Zoning Commission, Zoning Board of Appeals, Inland Wetlands & Watercourses Commission, and Windham Historic District Commission. Speaks on relevant agenda items, as required.

Initiates legal actions, subpoenas witnesses, presents evidence in court and follows up on instructions from the Judge if zoning violation is not resolved within a reasonable length of time.

Reviews and certifies conformance with conditions of approval for variances, use permits, and plans of development.

Works on a daily basis with contractors, property owners, and developers to secure compliance with approved plans and permits.

Reviews occupancy permits for change of use. Reviews occupancy permits for single-family dwellings, apartments, office buildings, hospitals, and shopping centers.

Reviews and certifies sign permits.

Plans work to provide regular and periodic on-site inspections of properties throughout the Town to ensure code compliance.

Confers with tenants, landlords, contractors, and citizens to provide information to assure compliance and to resolve problems and complaints.

Must maintain a positive public image of the Town at all times.

Regular attendance is a requirement of this position.

*******The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*******

OTHER JOB FUNCTIONS:

Performs related duties and responsibilities as required.

QUALIFICATIONS PROFILE:

Knowledge, Skills, and Ability:

Considerable knowledge of Town zoning ordinances, the Building Code, and basic engineering principles. The work is performed with latitude for limited technical determination and independent planning of work details.

Considerable ability to use standard office equipment, including computers, printers, copiers, facsimile machines, etc.

Considerable ability to exercise discretion in handling confidential information.

Considerable ability to prioritize, organize, and perform work independently; to make decisions and act quickly; to adjust quickly to changing priorities in a sometimes stressful environment.

Considerable ability to effectively communicate orally and in writing; to give oral and written instructions in a precise, understandable manner, as well as to follow oral and written instructions. Considerable ability to write concisely, to express thoughts clearly, and to develop ideas in a logical order is required. Information provided orally must be accurately recorded.

Considerable ability to administer departmental activities and supervise the work of others.

Thorough knowledge of business English, grammar, and punctuation.

Ability to engage in activities necessitated by the position outside normal business hours; i.e., evening meetings, emergencies, etc... (This is highly responsible, professional, and administrative work and, as such, is expressly exempted by the Fair Labor Standards Act and related state laws from the requirement of paid overtime.)

Considerable ability to establish and maintain effective working relationships with Town officials, public officials, residents, members of the general public, contractors, property owners and their representatives, vendors, other departments, agencies, commissions, subordinates, and co-workers.

Education, Experience, and Training:

A Bachelor's Degree from a recognized college or university in a related field; plus five (5) years of experience in a field related to the interpretation, application, and enforcement of zoning regulations; Connecticut Association of Zoning Enforcement Officials (CAZEO) certification is desired. (Such certification otherwise is required within one (1) year of appointment or earliest date based on course scheduling.)

Must possess and retain a valid Connecticut Motor Vehicle Operator's License.

Knowledge of Microsoft Office and Google Cloud Platform, required.

Knowledge of MUNIS, KRONOS, Muncity, QDS, and Quickbooks, preferred.

Bilingual (English and Spanish), preferred.

PHYSICAL AND MENTAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in an outdoor setting and also in an office environment. When working outside, the employee may be exposed to wet and/or humid conditions, extreme cold, extreme heat, rain, snow or airborne particles, any of which may cause marked bodily discomfort. The noise level in the work environment is usually quiet to moderate in the office, and moderate to loud in the field. The employee may work near moving mechanical parts, in precarious places, and occasionally be exposed to risk of electrical shock, and vibration. The employee must be able to tolerate exposure to environmental allergens.

The employee must hold a driver's license and be able to operate a motor vehicle. The employee is regularly required to speak; hear; sit, stand, and/or walk for prolonged periods of time. Physical stamina and endurance is required. The employee must have the ability to use hands to finger, handle, or feel objects, tools, or controls; and to reach with hands and arms. The employee is required to climb stairs or steep/rough terrain, balance, bend, twist, stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must possess normal audio ability. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must be free from mental and/or physical disorders which would interfere with the performance of duties as described. The employee must be able to interact with people who are under physical and/or emotional stress as well as the ability to maintain a calm manner in stressful and emergency situations. The employee may have to function occasionally in situations where he/she is subjected to aggressive verbal and/or physical behavior.

*******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*******