

**TOWN OF ROCKY HILL EXTERNAL JOB POSTING**  
(This is an advertisement. Please see pages 2 – 4 below for a detailed job description.)

**DEPARTMENT OF COMMUNITY DEVELOPMENT**

**ASSISTANT TOWN PLANNER/ZONING ENFORCEMENT OFFICER**

The Town of Rocky Hill, one of Connecticut's most desirable places to live and work, is accepting applications for a full-time position of Assistant Town Planner/Zoning Enforcement Officer. Please see the job description on pages 2 – 3 below for a detailed list of job functions and qualifications.

This position is part of the MEUI Local 506 union. Salary (Effective 7/1/2023: \$79,755.00) and hours will be in accordance with the collective bargaining agreement which can be viewed online at: [www.rockyhillct.gov/unioncontracts](http://www.rockyhillct.gov/unioncontracts).

Interested applicants must submit each of the following: 1) a resume; 2) a letter of interest which clearly demonstrates how the applicant meets the qualifications; and 3) a completed Town of Rocky Hill Application for Employment. ***Applications will be accepted until this position is filled.*** Incomplete applications will not be considered. Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA. Applicants with disabilities may request assistance or an accommodation at any time by contacting Human Resources via telephone (860-258-7651), via confidential fax (860-257-1109), via email ([hrdept@rockyhillct.gov](mailto:hrdept@rockyhillct.gov)) or by visiting the department of Town Hall during business hours.

**Town of Rocky Hill  
Job Description**

**POSITION:** ASSISTANT TOWN PLANNER / ZONING  
ENFORCEMENT OFFICER  
**DEPARTMENT:** COMMUNITY DEVELOPMENT SERVICES, PLANNING  
DIVISION  
**REPORTS TO:** TOWN PLANNER  
**SUPERVISES:** N/A  
**BARGAINING UNIT:** MEUI LOCAL 506

**Summary of Responsibility:**

Under the general supervision of the Town Planner, responsible for enforcing the Zoning Regulations, Subdivision Regulations, Blight Ordinance, and unregistered/inoperable vehicle ordinance. Also responsible for assisting the Town Planner with plan reviews and zoning amendments. Also responsible for administering Zoning Board of Appeals activities. Functions as the Town Planner during the Town Planner's absence.

**Essential Functions:**

1. Investigates, responds to and resolves alleged zoning violations. Prepares Cease and Desist Orders, Notices of Violations, Citations, and other written correspondence to property owners and their agents regarding zoning violations. Works with the Town Attorney and appears in court as needed to support enforcement procedures.
2. Performs complaint intake and case management activities in connection with Fair Rent Commission matters. Responds to renters' inquiries and calls for assistance, providing resources as needed. Communicates with Town officials and inspectors, landlords and other stakeholders. Compiles key documents for case files and presents case summaries at Fair Rent Commission proceedings and other meetings in accordance with local and state laws and municipal procedures. Works closely with departmental administrative staff responsible for coordinating Fair Rent Commission meetings.
3. Investigates, documents, and resolves alleged blight violations as directed. Prepares Notices of Violation, Warning/Reminder Letters, Blighted Premises Citations, Liens and other written correspondence to property owners and their agents regarding blight violations. Works with the Town Attorney and appears in court as needed to support enforcement procedures.
4. Issues zoning permits. Reviews maps, surveys and building plans in connection with issuing zoning permits.
5. Performs inspections to determine compliance with Cease and Desist orders.
6. Performs inspections of residential and commercial projects to determine compliance with TPZ conditions of approval, site plan approval and subdivision approval.
7. Establishes and maintains effective working relationships with supervisors, subordinates, various departments within Town Hall, as well as outside Commission members and the public at large.
8. Issues Certificates of Zoning Compliance for residential and commercial projects.

9. Assists the public at the front counter and on the phone with land use inquiries as well as application procedures and submittals.
10. Provides administrative and technical support to the Zoning Board of Appeals. Attends monthly meetings of the Zoning Board of Appeals.
11. Ability to work independently with minimum supervision.
12. Ability to attend and participate in numerous, extended night meetings during the year.
  
13. Assists with departmental administrative functions, as necessary.
14. Assists Town Planner in reviewing site plans, subdivision plans, special permit applications and zoning amendments, as directed.
15. Responds to telephone and email inquiries from the general public in a timely fashion.
16. Performs related duties, as required.

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

**Qualifications and Competencies:**

1. The skills and knowledge required would generally be acquired with a Bachelor’s degree in Urban Planning or any related field, and three (3) years’ experience in Planning and Zoning Enforcement in a municipal setting.
2. Two (2) or more years of actual zoning enforcement work involving interpreting and enforcing zoning regulations and issuing of citations and violations, supplemented with college level course work in planning or a closely related field or an equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities.
3. CAZEO certification desired (or to be obtained within 24 months of hiring).
4. A valid Connecticut Motor Vehicle Driver’s License.
5. Proficient in reading and evaluating a site plan.
6. Proficient in using personal computers and associated applications to include but not limited to email, word processing, spreadsheets, and permit database applications.
7. Exercises tact and diplomacy in working with the public.
8. Demonstrates positive customer service skills.
9. Ability to maintain composure and diffuse potentially stressful situations with the public.

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

1. Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. Frequently is required to walk and lift.
3. Occasionally required to stand, climb or balance, and stoop, kneel, crouch or crawl.
4. Ability to lift and/or move up to fifty (50) pounds.

5. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
6. May be exposed to seasonal conditions in outside weather, grease or oil, dust and other outdoor conditions, and loud or unpleasant noises.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.