

**TOWN OF HARWINTON ZONING ENFORCEMENT OFFICER  
INLAND WETLANDS AND WATERCOURSES ENFORCEMENT OFFICER**

**JOB DESCRIPTION AND REQUIREMENTS**

The Enforcement Officer is appointed by the Zoning Commission and Inland Wetlands and Watercourses Commission.

The position is under the supervision and direction of the Board of Selectmen, the Zoning Commission, the Inland Wetlands and Watercourses Commission and the Zoning Board of Appeals.

The Zoning Enforcement Officer/IWWC Enforcement Officer is responsible for the enforcement of the town's land use regulations and provides staff support to the Zoning Board of Appeals.

**Principal Duties**

- Enforce all land use regulations according to the written Procedures on Enforcement.
- Performs all activities related to issuing Certificates of Compliance.
- Investigate all land use complaints, answer inquiries.
- Investigate all land use complaints regarding signs.
- Conduct site inspections to assure compliance including erosion and sedimentation control requirements.
- Distribute materials to appropriate commissions and individuals for review and comment.
- Submit reports to commissions on a regular basis including Investigation Reports.
- Keep detailed records to be used in possible court action against violators, if action should become necessary.
- Work closely with the town attorney relative to litigation and enforcement issues.
- Attend evening land use meetings and public hearings when appropriate.
- Prepare notices of violation and cease and desist orders when instructed to do so.

**Knowledge Abilities & Skills**

- Basic knowledge of the principles of land use development.
- Basic knowledge of the concepts of land use regulations.
- Basic knowledge of the State Statutes as they pertain to land use.
- Ability to interact well with public.
- Good written and oral communication skills.
- Must possess a valid CT driver's license and provide own transportation if necessary.

**Education/Experience Profile**

- Certification as a CZEO by the Connecticut Association of Zoning Enforcement Officers (CAZEO) is required or goal to gain certification is accepted.
- Minimum of 3 years experience in land use or related field

*This job description is illustrative of tasks and responsibilities and not meant to be all-inclusive of every task or responsibility.*

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