



VACANCY

The Town of East Windsor is seeking applications for a full time Assistant Town Planner/Zoning and Wetlands Compliance Official. This is a Union Position included in Local 818 of Council #4, AFSCME, AFL-CIO and subject to all conditions. The job description and application for this position are available at www.eastwindsor-ct.gov. To apply send a completed application to the Office of the First Selectman, Town Hall, 11 Rye Street, Broad Brook, CT 06016. The last day for applications is November 29, 2021. EOE

The Town of East Windsor provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, gender identity or expression, pregnancy, veteran status, family status or genetics. In addition to federal law requirements, the Town of East Windsor complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

DEPARTMENT: PLANNING AND DEVELOPMENT

TITLE: ASSISTANT TOWN PLANNER/ZONING & WETLANDS
COMPLIANCE OFFICIAL

POSITION GOAL:

Under the supervision of the Director of Planning & Development, the First Selectman, or the First Selectman's Designee, this position is primarily responsible for active enforcement of Blight, Zoning, Inland Wetlands, and related land use regulations and ordinances. Assist in the compliance assurance during public inquiry and application process.

ESSENTIAL FUNCTIONS:

The following describe the essential functions of the position and are not to be considered all-inclusive of every task or responsibility. Additional duties and related functions may be assigned as required.

- Investigates land use complaints and monitors environmental compliance issues as they relate to blighted property, watercourse and inland wetland resources, aquifer protection, subdivision, and zoning for adherence with applicable regulations.
- Technical assistance with the administration of permitting, enforcement, inspection, and public record keeping for the municipal agencies that works with land use.
- May supervise administrative staff.
- Assists with writing land use regulations and policy positions.
- Performs planning and economic development research and data analysis.
- Monitors the use of bond instruments by developers to ensure conditions of approval stipulated by the Planning & Zoning Commission for land development projects are properly met.
- Assists with interpretation and response to questions raised by applicants, municipal land use agency members, municipal staff, and the general public as it pertains to land use application procedures pursuant to the regulations, Connecticut General Statutes, municipal ordinances, case law, and the Plan of Conservation & Development.
- Prepares correspondence regarding zoning and wetland compliance, including staff review memos to the various land-use boards and commissions.
- Confers with attorneys, staff, developers, and members of the public on zoning and wetland matters, both pre- and post-development.
- Consults with Town Attorney, participates in preparing documentation and appears in court as required regarding pending legal matters.
- Assists in reviewing municipal improvements, commercial & residential development plans, petitions to amend the zoning regulations, wetland regulations and related map amendments for compliance with the Plan of Conservation and Development and land-use regulations; and promoting economic development.
- Attends evening public meetings as required by the Director or First Selectman, or First Selectman's designee.

- Conducts field inspections of development sites to assure compliance with land use regulations, including erosion and sedimentation control requirements.

ESSENTIAL FUNCTIONS (CONTINUED):

- Attends conferences, workshops and meetings of professional organizations as needed to maintain professional credentials and keep abreast of new legislation and advise town/commissions on state activities, economic development, and land use issues.
- Assists in developing and streamlining the project review and permitting process system.
- Issues violation notices with follow-up monitoring to ensure compliance.
- Strong computer skills, with working knowledge of online GIS mapping, Microsoft Office Systems, and Permit Link permitting software preferred.
- Must be flexible, able to multi-task and have strong interpersonal and customer service skills.

OTHER DUTIES:

- Accepts and provides written review and analysis of land use applications.
- Maintains and updates zoning/wetland maps.
- Prepares legal notices, agendas and decision letters and distribute the same for both commissions with assistance from administrative staff.
- Assists with revisions to land use regulations, economic development, and planning analysis.
- Maintains electronic land use files, financial records, bond files, and other related databases.

SUPERVISED BY:

Director of Planning & Development, First Selectman, or First Selectman's designee

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Bachelor's Degree in Planning, Environmental Science, Public Administration or related field from an accredited college or university preferred.
- Minimum 3 years' experience in land use planning or related field.
- Certification of CZEO by the Connecticut Association of Zoning Enforcement Officers (CAZEO) is required, or attainable within three years.
- Completion of the DEEP Municipal Inland Wetlands Commissioners Training Program.
- Knowledge of sound land use planning and development, public administration, state statutes, and principles of environmental protection.
- Ability to interpret and apply laws and regulations as they pertain to land use.
- Must have experience in project management/coordination in a local government planning setting.
- Ability to communicate effectively, both written and oral, with the public and maintain working relationships with town officials, staff, boards, and commissions.
- Use of personal vehicle may be required.

REQUIRED EQUIPMENT OPERATION:

Requires the use of a motor vehicle, cellular phones, landline phones, and computer with the use of Microsoft Office, standard and map copiers, calculators, and other standard office equipment.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time, 35 hours per week, union position. The hours are Monday through Wednesday 8:30 a.m. to 4:30 p.m., Thursday 8:30 a.m. to 7:00 p.m., Friday 8:30 a.m. to 1:00 p.m. To perform the duties and requirements of this position, the employee must be very flexible to changes in work schedule and be available to work flexible hours including working night meetings.

REQUIRED PHYSICAL EFFORT:

The following describes the physical demands and work environment that an employee must regularly abide to successfully perform the essential functions of this position.

- Ability to work in an office setting subject to continuous interruptions and background noises.
- Ability to operate standard office equipment including calculator, facsimile machine, copier, engineer's scale, telephone, computer, printer, blueprint machine.
- Must have a valid Connecticut driver's license to drive a motor vehicle to sites within East Windsor, to work in variable weather conditions and to walk distances over one mile on varied terrain on undeveloped land and sites under construction.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to see objects closely as in reading maps, plans, and documents.
- Ability to attend and participate in numerous, extended evening meetings during the year.
- Ability to remember multiple tasks and assignments given to self and others over long period of time.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to perform gross body coordination and perform tasks that require hand-eye coordination.
- Ability to carry, lift documents and equipment weighing up to 25 pounds.