

Land Use Officer

The Town of Warren is seeking to fill the position of Land Use Officer. This is a part time position of up to 15 hours per week plus Land Use Commission monthly night meetings. Applicant must be able to work with the public and commissions in a kind and helpful manner. Applicant must have Land Use experience – Zoning and Inland/Wetland's certification a plus.

Contact the Selectman's Office at 860-868-7881 x 103 for an application and job description or find it on our website at www.warrenct.org

Town of Warren

Land Use Officer

Position Summary:

Manages the Warren Land Use Office, administers the rules and regulations associated with the Inland Wetlands Commission, the Planning and Zoning Commission and their sub-committees. ZEO/IWC officer will provide leadership, support and assistance to commissions on land use planning, regulations and state statutes.

Essential Job Functions:

- Administers and coordinates land-use policy and zoning enforcement for the Town under the direction of the Planning & Zoning Commission, Wetlands Commission and Zoning Board of Appeals.
- Reviews, coordinates and processes applications for land-use and enforces the municipal zoning regulations.
- Provides information and advice to residents, engineers, developers, and other interested parties on matters relating to zoning regulations and the general planning and development requirements of the community.
- Coordinates applications for all land-use commissions, including Planning and Zoning, Wetlands and Zoning Board of Appeals.
- Reviews all site plans, subdivision plans and plans of proposed building construction and alterations to assure conformance with the Planning and Zoning and Wetlands requirements; conducts field inspections of new construction to determine compliance.
- Approves zoning permits not requiring action by the Planning and Zoning Commission.
- Investigates complaints of regulation violations: Handles complaints regarding violations of Zoning and Inland Wetland regulations and takes appropriate action including issuing notices of violation and/or cease and desist orders. All complaints are checked in the field prior to taking any action.
- Posts and maintains office hours structured to facilitate public.
- Monitors compliance issues.
- Conducts field inspections of development sites to assure compliance with land use plans and regulations, including erosion and sedimentation control requirements.
- Ensures all meetings and site walks are properly noticed as required by state statute

- The Land-Use and Zoning Enforcement Officer will assist in the administration of the Flood Plain Ordinance.
- Prepares Certificates of Compliance for work completed after site inspection.
- Knowledge of principles and practices of Planning and Zoning and Wetland regulations as applied to municipalities and legal procedures as related to the enforcement of regulatory codes. Ability to understand subdivision maps, site plans, building plans; some knowledge of erosion control, drainage, building construction and site planning.

Communications:

- Prepares agendas, maintains files, posts notices and decisions.
- Keeps necessary records and prepares written reports to the Planning and Zoning Commission and others as required. Attends Planning and Zoning Commission meetings and Wetlands and Zoning Board of Appeals meetings. Prepares and gives testimony when necessary.
- Prepares approval/denial letters/permits based on motions made during Commission meetings.
- Prepares and submits legal notices for publication as required by statute.
- Performs other related duties as required.
- The Land-Use and Zoning Enforcement Officer will be accountable to the Board of Selectmen.
- The Land-Use and Zoning Enforcement Officer is directly accountable to the Planning and Zoning Commission for enforcement of all regulations and the processing of all applications and permits pertaining to the Commission.
- Maintains records for fees collected and submit monthly reports to the Town Treasurer.
- Submits quarterly permit reports for Connecticut Department of Energy and Environmental Protection (DEEP) and other state agencies as needed.

Qualifications:

- Must be a Certified Zoning Enforcement Official or receive certification within 3 years of employment.
- Must have completed the Municipal Inland Wetlands Commissioners Training Program by the Department of Environmental Protection or be able to complete the program within 3 years of employment
- Ability to readily acquire a working knowledge of applicable Zoning and Wetland regulations and related departmental policies and procedures and to prepare a variety of records and reports.
- Ability to read and understand maps, site plans, building plans; knowledge of erosion control, drainage, building construction and site planning.
- Ability to make inspections, to follow oral and written assignments and to ascertain facts through investigation.
- Ability to develop and maintain effective working relationship with supervised employees and the general public and elected officials.
- Applies independent judgment and initiative in interpreting and enforcing land-use regulations and laws.
- Manage time efficiently and meet deadlines.
- Valid driver's license required.
- Microsoft suite proficient.
- GIS proficient a plus.

Physical Demands:

- Physical ability to make field inspections and negotiate rough terrain and/or undeveloped properties
- Must be able to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus to use the computer, read code and statute, and prepare reports
- While performing the duties of this job, the employee may be required to walk, climb stairs, stand, talk, hear or sit
- Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions



TOWN OF WARREN
50 Cemetery Road Warren CT 06754

Application for Employment

“We are an equal opportunity employment company. We are dedicated to a policy on non-discrimination in employment on any basis including race, creed, color, age, sex, religion, national origin, or physical defects”. The Town also provides “reasonable accommodations” to qualified individuals with disabilities, in accordance with Americans With Disabilities Act and applicable state and local laws.

**This form must be completed fully and signed for further consideration.
Resumes may be included but may not be substituted.**

(PLEASE PRINT)

Position(s) Applied For: _____ Date of Application _____

GENERAL INFORMATION

Name: _____ Social Security Number: _____
Last First Middle Initial

Address: _____
Street Apt/Unit City State Zip

Home Phone: _____ Cell Phone: _____ Email Address: _____

Referred by: _____

Are you currently employed? ☐ Yes ☐ No May we contact your present employer? ☐ Yes ☐ No

Are you available to work: ☐ Full Time ☐ Part Time ☐ Temporary ☐ Seasonal

Date available for work? _____

Are you currently authorized to work in the U.S.? ☐ Yes ☐ No

(Note: 1986 Immigration Reform & Control Act requires verification of identity and employment eligibility at the time of hire)

Have you filed an application for any other positions with the Town? If yes, please ☐ Yes ☐ No
list positions: _____

Were you, at any time, previously employed by the Town? If yes, indicate position ☐ Yes ☐ No
held and department: _____

Are you 18 years of age or older? (A work permit is required if you are under age 18) ☐ Yes ☐ No

Have you ever been convicted of any offense other than a minor traffic violation ☐ Yes ☐ No
or juvenile offenses? If yes, explain nature of offense, dates, where and disposition.
(Exclude any sealed or expunged convictions.) _____

(Note: Conviction is not necessarily disqualifying. The Town will consider the nature of the crime and its relationship to the job being applied for, information concerning rehabilitation and the amount of time elapsed since the conviction or release from custody.)

VETERAN AND MILITARY INFORMATION

Are you a Veteran of the US Armed Forces? ☐ Yes ☐ No
Branch _____ Date of Discharge: _____

EDUCATION

Circle # of Years Completed	Name & Location of School	Years Attended	Date Graduated	Subjects Studied/ Degree Awarded
High School 0 1 2 3 4 / GED				
College 1 2 3 4				
College 5 6 7 8				
Trade, Business or Correspondence School				

LICENSES AND/OR CERTIFICATIONS

Do you have a current Driver's License? ☐ Yes ☐ No If yes, issuing state _____

Do you have a current Commercial Driver's License? ☐ Yes ☐ No

If yes, issuing state _____ License Number _____

Do you have any professional licenses or certifications? ☐ Yes ☐ No If yes, please indicate:

License/Certification Type	State	Expiration Date	License/Certification Number
_____	_____	_____	_____
_____	_____	_____	_____

SKILLS AND QUALIFICATIONS

Do you have other training, internships, or armed forces training related to the job for which you are applying?

If yes, please indicate:

Training Name	Location	Dates Attended	Subject
_____	_____	_____	_____
_____	_____	_____	_____

REFERENCES

Name	Address/Phone	Business	Years Known

EMPLOYMENT HISTORY

List below all present and past employment. Begin with your most recent employment and work backwards consecutively. Resumes may be included only with a completed application. Please attach additional sheets, if necessary.

1. Position _____ Dates: From _____ to _____
Month/Year Month/Year
Name of Employer _____ Phone: _____
Address of Employer _____
Name of Supervisor _____ Supervisor's Phone _____
Reason for leaving: _____
Job Responsibilities: _____

May we contact for a reference? ☐ Yes ☐ No If no, please indicate reason _____

2. Position _____ Dates: From _____ to _____
Month/Year Month/Year
Name of Employer _____ Phone: _____
Address of Employer _____
Name of Supervisor _____ Supervisor's Phone _____
Reason for leaving: _____
Job Responsibilities: _____

May we contact for a reference? ☐ Yes ☐ No If no, please indicate reason _____

3. Position _____ Dates: From _____ to _____
Month/Year Month/Year
Name of Employer _____ Phone: _____
Address of Employer _____
Name of Supervisor _____ Supervisor's Phone _____
Reason for leaving: _____
Job Responsibilities: _____

May we contact for a reference? ☐ Yes ☐ No If no, please indicate reason _____

This application is not a contract of employment between the Town, and any person, nor does it give any person the right to continue in the employment of the Town for any specified period of time. In the absence of a Union Contract, Written Contract, a Public Policy Violation, and/or a Civil Rights Violation, employment may be terminated with or without cause or notice at any time, at either my option or that of the Town of Warren.

All employees are employed-at-will. No management representative has any authority to enter in agreement, either oral or written, for continuing employment for any specified period of time, or for any particular term or condition of employment except the Chief Elected Official of the Town of Warren, and only if such agreement is made in writing and signed by the Chief Elected Official of the Town of Warren, subject to approval by the Board of Selectmen. All employees are subject to a defined probationary period, which may, at the Town's discretion or by mutual agreement with a Union, if applicable, be extended. During the probationary period, employment may be terminated without notice at any time and for any reason.

In the processing of this employment application, I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education or any other information that they might have, personal or otherwise, with regard to any of the subjects covered by this application; and I release all such parties from all liability for any damage which may result from furnishing such information to you. I authorize you to request, receive and verify all information given in this application.

I understand that as a condition of my consideration for employment with the Town, I may be required to undergo a urinalysis drug test. I also understand that it is the Town's policy not to hire an applicant who receives a confirmed positive drug test result. The urinalysis will be performed by an authorized medical facility, which will interpret the drug test results. A positive result will be confirmed by a second test with the same sample. The results will be disclosed to the Chief Elected Official of the Town of Warren. I will be given a copy of any positive urinalysis drug test result. I have read and understand the above statement and voluntarily consent to undergo a urinalysis as a condition of my consideration for employment with the Town.

In the event that I am offered and accept employment with the Town, I will be asked to provide information certifying my employment eligibility in order to comply with requirements of the Immigration and Naturalization Service (INS). Employment is conditioned upon providing the required documentation in a timely manner.

I understand that this application will be active for a period of one year; after that time, if I wish to be considered for employment, I must submit a new application.

I certify that all statements made on or in connection with this application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that incomplete, false, inaccurate, or misleading information given in my application, interview(s) or during the course of my employment may result in the rejection of this application; withdrawal of a job offer; or discipline, up to and including termination of employment. Further, false information provided whether willingly or accidental, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

Signature: _____

Date: _____

Date Received: _____