



Town of New Milford Personnel Department

10 Main Street, New Milford, CT 06776
Telephone (860)-355-6089 – Fax (860)-355-6031

JOB CLASSIFICATION DESCRIPTION

Job Title: Land Use Enforcement Officer
Full Time, Non-Union

Job Summary: Performs administrative, interpretive, investigative and, enforcement activities to ensure compliance with the Town's Inland Wetlands Regulations, Zoning Regulations, Subdivision Regulations, Aquifer Protection Regulations and, applicable Town Ordinances. Provides supervision, oversight, and training of the Land Use support staff and acts as the Wetlands Enforcement Officer and Zoning Enforcement Officer as required. Provides supportive supervision oversight ensuring a high level of customer service for the department. Provides information and documentation support to Chairpersons of the Inland Wetlands Commission, Zoning Commission, Planning Commission, Zoning Board of Appeals, and Aquifer Protection Agency.

Supervision Received: Works under the direction of the Land Use Supervisor/Zoning Enforcement Officer/Town Planner and Wetlands Enforcement Officer.

Supervision Exercised: Supervises the Land Use Department support staff, in conjunction with the Land Use Supervisor/Zoning Enforcement Officer/Town Planner and Wetlands Enforcement Officer.

Essential Job Functions

- Provides high level customer service, focused on providing accurate data and solutions
- Provides supervision, oversight, training, and instruction to the Land Use Department support staff, in conjunction with the Land Use Supervisor/Zoning Enforcement Officer/Town Planner and Wetlands Enforcement Officer.
- Provides supportive supervisor oversight, ensuring a high level of customer service for the department.
- Assists the public in understanding various local land use regulations (Inland Wetlands, Zoning, Subdivision, and Aquifer Protection) and Connecticut General Statutes, and in completing and preparing applications to the various Land Use Departments, Commissions, Boards and Agencies.
- Reviews, evaluates and field inspects properties for compliance with local land use regulations and permits.
- Reviews applications for Zoning Permits and requests for Certificates of Zoning Compliance. Conducts appropriate inspections and file research and issues Zoning Permits and Certificates of Zoning Compliance when appropriate.
- Reviews Inland Wetlands Applications not requiring approval from the Wetlands Commission. Conducts appropriate inspections and file research and issues administrative sign-off when appropriate.

- Reviews Variance Applications when required, submits reports to the Zoning Board of Appeals, and advises the Zoning Board of Appeals when permits or orders are appealed. Attends Zoning Board of Appeals meetings when requested.
- Reviews Subdivision Applications for compliance with land use regulations when required and submits reports to the Planning Commission. Attends Planning Commission meetings when requested.
- Reviews Aquifer Protection Registrations and Applications for compliance with the Aquifer Protection Regulations when required. Conducts inspections, prepares reports, and attends meetings of the Aquifer Protection Agency when requested.
- Enforces sedimentation and erosion control requirements for all permitted construction activities during project implementation and conducts inspections for the release of sedimentation and erosion control bonds in accordance with established guidelines upon project completion.
- Investigates complaints regarding possible land use violations by conducting site visits, file reviews, and regulation research and issues voluntary compliance letters or notices of violation when violations are found.
- Works with the public to bring properties into compliance with local land use regulations.
- Researches records in other Municipal Departments for information pertaining to land use.
- Composes letters, file memos and reports based on investigative research and provides to appropriate Enforcement Officer, Commission, Board or Agency Chair and/or requesting member of the public.
- Prepares cease and desist orders, notices of violation, and municipal citations when a violation is found and submits Wetlands and/or Zoning Enforcement Officer/Land Use Supervisor/Town Planner for action.
- Appears as a witness/defendant/plaintiff in court regarding enforcement related matters as required.
- Works with other Municipal Departments and staff regarding possible violations of the Building and Property Nuisance Ordinance and other Town ordinances as required.
- Attends seminars and training sessions related to land use issues.
- Attends Commission, Agency, and/or Board meetings when requested or required.
- Attends Development Services Team (DST) meetings when requested or required.
- Performs other duties as assigned that are both necessary and appropriate.

Knowledge, Skills and Ability:

- Demonstrated ability to read, understand and interpret Town land use regulations and State Statutes regarding land use and a demonstrated aptitude towards applying specific land use ideas and the theories behind associated land use concepts and principles.
- Demonstrated ability to read and interpret technical reports, site plans, property surveys, architectural plans, flood maps, aerial photographs, soils maps, legal documents and other related land use materials.
- Ability to deal with a diversity of people in such a manner to encourage compliance with regulation requirements
- Ability to meet deadlines, keep accurate records, prepare reports, and prioritize work projects in consideration of the shared needs of the land use departments and statutory timeframes.
- Strong oral and written communication skills and demonstrated ability to communicate effectively and efficiently with the general public, public officials and professionals.

- Attend and participate at night meetings in place of the Wetlands and/or Zoning Enforcement Officers or upon request of the Chairpersons as required.
- Must be able to drive and maintain a valid driver's license throughout employment, make field inspections on rough terrain, and carry and lift documents and office equipment weighing up to 25 pounds.

Education, Training and Experience:

- B.S./B.A degree in land use field, public administration, science, engineering or related field from an accredited college or university preferred, and three (3) years related experience OR 10 years of experience in local land use enforcement, planning, and administration, and a High School Diploma or equivalent.
- Demonstrated knowledge, based on previous job experience, in the law and the court system with regard to land use.
- Experience in reading, interpreting and enforcing local land use regulations is required.
- CAZEO certification required, or able to achieve within three years of hire date.
- DEEP Inland Wetlands Commissioner/Agent Training, or able to complete within 1 year of hire date.
- Continuing education as required to retain certifications.
- Computer literacy with Windows run programs, e-mail, Internet, data spreadsheet entry and reports, and applicable Town computer systems and programs required.

This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.

Zoning Enforcement Officer

Updated October 8, 2002

Revised May 2026

Assistance LU Enforcement Officer

Approved by Town Council - February 25, 2003

Revised –October 2018
 Updated Format - 2/20/2026

Working Conditions, Physical and Mental Requirements: Occasionally may be exposed to inclement weather in carrying out job duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
Frequency:	N	O	F	C	Frequency:	N	O	F	C	N	O	F	C
Physical Demands:					Depth Perception				X				
Standing		X			Color Distinction				X				
Walking		X			Peripheral Vision				X				
Sitting			X		Driving		X						
Lifting			X		Physical Strength:								
Carrying			X		Little Physical Effort (-10 lbs.)			X					
Pushing			X		Light Work (-20 lbs.)		X						
Pulling			X		Medium Work (20-50 lbs.)		X						
Climbing		X			Heavy Work (50-100 lbs.)	X							
Balancing		X			Very Heavy Work (100+ lbs.)	X							
Stooping		X			Environmental Conditions:								
Kneeling		X			Cold (50 degrees F or less)	X							
Crouching		X			Heat (90 degrees F or more)	X							
Crawling	X				Temperature Changes		X						
Reaching			X		Wetness	X							
Handling				X	Humidity		X						
Grasping			X		Extreme Noise or Vibration		X						
Twisting			X		Exposure to Chemicals		X						
Feeling			X		Exposure to Gases and Fumes		X						
Talking			X		Exposure to Unpleasant Odors	X							
Hearing				X	Exposure to bodily fluids	X							
Repetitive Motion				X	Exposure to dampness	X							
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area	X							
Visual Acuity/Near				X	Mechanical Hazards	X							
Visual Acuity/Far				X	Physical danger	X							

Frequency: Place an “X” in each box that is appropriate to your job.

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.