

**TOWN OF NEWTOWN  
JOB DESCRIPTION  
LAND USE ENFORCEMENT OFFICER**

**GENERAL STATEMENT OF DUTIES**

Performs duties related to the administrative, interpretive and investigative activities to enforce all of the Town's Inland Wetland and Watercourses Regulations, and specific Newtown Zoning Regulations.

**SUPERVISION RECEIVED**

Works under direct supervision of the Director of Planning and the Deputy Director of Land Use for Conservation with regard to interpretation and enforcement of the Newtown Zoning and Inland Wetland and Watercourses Regulations.

**EXAMPLES OF DUTIES**

**INLAND WETLAND AND WATERCOURSES RESPONSIBILITIES:**

Review and authorize Building permit applications in accordance with the Newtown Wetland and Watercourses Regulations.

Investigate and report on any wetland violations for possible enforcement action and issue appropriate Notice of Violations, Cease and Desist Orders and Citations.

Conduct field inspections for compliance with Wetland Permits, and Cease and Desist Orders.

**ZONING ENFORCEMENT**

Performs field inspections of approved Special Exception and Site Development Plan construction sites for compliance with Newtown Zoning Regulations.

Patrols and investigates complaints and issues Notice of Violations, Cease and Desist Orders and Citations regarding violations.

**BLIGHT OFFICER**

The Senior Land Use Officer will also serve as the Blight Officer enforcing the Newtown Blight Ordinance. Responsible for Violation letters, Cease and Desist Orders. Will assist the Town Attorney in any potential court actions.

**MINIMUM QUALIFICATIONS/KNOWLEDGE SKILL AND ABILITY**

Ability to understand and interpret architectural plans, site plans, land maps, technical reports and land use regulations. Good interpersonal and analytical skills required. Ability to effectively deal with the general public.

#### EXPERIENCE AND TRAINING

CTDEEP Wetlands Certification and CAZEO certified Enforcement Officer preferred, or obtained within two years of employment. Undergraduate Degree in related field, (i.e... environmental sciences, planning) and 2 years field experience preferred.

#### WORKING CONDITIONS

Position requires extensive work outdoors and exposure to inclement or severe weather conditions including heat, cold, rain or snow.

#### SPECIAL REQUIREMENTS

Position requires the possession of a valid State of Connecticut drivers license due to travel in the course of daily work.

Amended; 11/14/23

Salary: \$61,481

**Please apply at:  
Patrice.fahey@newtown-ct.gov  
Office of Human Resources  
3 Primrose Street, Newtown, CT 06470**

**EEO/Affirmative Action employer**