TOWN OF ASHFORD
Office of the Selectmen

JOB ANNOUNCEMENT

COMBINED POSITION
BUILDING OFFICIAL, LAND USE ADMINISTRATOR,
ZONING ENFORCEMENT OFFICER

The Town of Ashford is seeking applicants for a multi-role position in the Land Use Department. The full-time position (approximately 35 hours per week) combines the roles of Building Official, Land Use Administrator and Zoning Enforcement Officer and acts as supervisor to the Department Clerk. The individual who holds this combined position will, when necessary, consult with local boards and commissions to ensure enforcement of applicable ordinances and regulations as they may affect building and zoning, issue violation notices as appropriate, represent the town in court cases as required, develop and maintain good working relationships with the public and with contractors.

The Building Official performs plan reviews to ensure compliance with Connecticut Building Code, issues permits and performs on-site inspections of residential construction (new and upgrade to existing), commercial construction, investigates complaints and enforces the Connecticut State Building Code to ensure that a project is accomplished in compliance with the approved plans and related codes and issues Certificates of Completion and/or Certificates of Occupancy. When necessary the Building Official may inspect existing buildings to determine hazardous conditions, structural failure, and assess fire or natural event damage.

With the assistance of the Department Clerk, the Land Use Administrator provides administrative support to the land use commissions, prepares annual budgets, oversees department spending, provides background research, facilitates meetings with applicants and other related duties as required. The Land Use Office provides the public with necessary permit information relating to zoning, wetlands and building activities and responds to questions and concerns relating to those activities. Records of the Planning and Zoning Commission, Inland Wetlands and Watercourses Commission and the Zoning Board of Appeals are kept in the care of the Land Use Administrator.

The Zoning Enforcement Officer will perform technical work involving interpretation, administration and compliance review of site plans as they relate to existing local regulations, codes and statutes. The Officer will investigate violations and complaints, prepare reports documenting enforcement action, issue orders and work with interested parties to resolve issues. This position requires that the individual have the physical ability to make field inspections. The ZEO assists the Inland Wetlands Officer in conducting inspections. The ZEO must be able to establish and maintain effective working relationships with the public and must be able to express ideas effectively in oral or written form to associates, the general public and appointed/elected boards and commissions. The ZEO must possess a basic knowledge of...
property rights as they related to current state and local regulations, knowledge of GIS systems and must have a working knowledge of computers including skills with Word, Excel, Power Point and Outlook.

This position requires that the Building Official/Land Use Administrator/Zoning Enforcement Officer possess the following:

- High School diploma;
- Certification as a Connecticut Building Official;
- five (5) years of experience in construction or a combination of education and experience;
- two (2) years of experience in municipal zoning enforcement is preferred and must have or obtain CAZEO certification within two (2) years
- the ability to concentrate on detail amid changing priorities, interruption and distraction
- a valid motor vehicle operator’s license and a reliable vehicle. Mileage is reimbursed at the federal rate.

The Building Official/Land Use Administrator/Zoning Enforcement Officer is responsible to the Ashford Board of Selectmen.

This is a full time, exempt, supervisory position with the benefits of life and AD&D insurance, health insurance, sick time, vacation time and holiday pay.

The Town of Ashford is an equal opportunity employer and provider.

Starting salary: $58,000 - $62,000 negotiable based upon experience.

Applications will be received in the Ashford Selectmen’s Office, 5 Town Hall Road, Ashford, CTT 06278 until noon on Friday, August 2, 2019.