



Katherine Zygmunt
Director of Human Resources

City of Meriden, Connecticut

Human Resources

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June 5, 2026

VACANCY ANNOUNCEMENT PROMOTION/TRANSFER

VACANCY:

Zoning Enforcement Officer
Full Time – 40 Hour Work Week

SALARY:

31J \$36.98 to \$50.85 per hour (hired before 7/1/03)
\$36.98 to \$47.84 per hour (hired after 7/1/03)
Position Effective 7/1/2026

NATURE OF WORK:

Please read attached job description.

QUALIFICATIONS:

A bachelor's degree from a recognized college or university in urban planning, public administration, or a related field plus two (2) years of progressively responsible relevant experience in municipal planning and/or zoning enforcement, or an equivalent combination of education and experience. Must have a valid Connecticut driver's license.

Special Requirements: Must be certified as a Zoning Enforcement Officer by the Connecticut Association of Zoning Enforcement Officers (CAZEO), or be capable of achieving certification within one year of employment.

HOW TO APPLY:

Email applications to humanresources@meridenct.gov.
Applications for Promotion/Transfer are available in the Human Resources Department. Office hours are Monday through Friday, 8:00 A.M. to 5:00 P.M.

LAST DATE TO APPLY: June 15, 2026

E.O.E.

TITLE: ZONING ENFORCEMENT OFFICER

GENERAL DESCRIPTION:

This is responsible technical and professional work involving the interpretation and enforcement of land use regulations.

Work involves responsibility for review, interpretation, and enforcement of zoning and subdivision regulations. Duties include review of building, zoning, and subdivision applications for compliance with the appropriate regulations, inspection of premises, investigation of complaints, preparation of enforcement documentation and coordination of enforcement activities. This position also has the responsibility for making standard zoning enforcement technical decisions. The work requires that the employee have considerable knowledge, skill and ability in every phase of zoning enforcement inspection and administration.

SUPERVISION RECEIVED:

Works under the general supervision of the Director of Planning, Development & Enforcement.

EXAMPLES OF DUTIES:

Reviews site plans for building, zoning, and subdivision applications for compliance with the appropriate regulations and issues permits upon compliance. Utilizes permitting and licensing software for application reviews.

Conducts site inspections for development projects approved by land use agencies to ensure compliance with approved plans, including erosion & sedimentation controls.

Coordinates interdepartmental pre-construction meetings for significant development projects.

Investigates zoning complaints and documents action. Works with property owners to resolve complaints or violations.

Informs citizens and/or developers of noncompliance with regulations and explains available options.

Issues enforcement orders and citations as necessary in accordance with all State laws and local ordinances.

Coordinates enforcement actions with other City enforcement departments.

Assists the Inland Wetlands Agent and Aquifer Protection Agent in conducting inspections as needed.

May inspect conservation easements and dedicated open space for markers and maintenance issues.

Maintains logs of complaints, investigations, and violations including status and timeline.

Maintains records of enforcement activities including reports, orders issued, correspondence, and other related documentation.

Coordinates agenda items for Zoning Board of Appeals and attends meetings.

Prepares reports and memorandums for the Director of Planning, Development & Enforcement, land use agencies, City Council, and other City departments and officials.

Utilizes GIS software to conduct research and analysis.

Attends seminars and workshops to stay current with legal issues relating to planning and zoning.

May be required to testify in court on zoning matters.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and experience in principles and practices of municipal planning and zoning and applicable regulations.

Experience in reviewing site plans.

Thorough understanding of equitable enforcement of state and local regulations.

Knowledge of administrative law, procedure, and property rights.

Demonstrated ability to analyze, interpret, and administer the provisions of state and local ordinances, statutes, and regulations on zoning and land use.

Ability to maintain organized files and records.

Demonstrated ability to communicate effectively verbally and in writing.

Ability to deal with conflict or stressful situations in a professional manner.

Ability to independently plan, organize work, and make decisions.

PHYSICAL DEMANDS:

The employee is occasionally required to stand or walk for extended periods, climb or balance, stoop, kneel, crouch, reach, or lift and/or move up to 30 pounds.

The employee occasionally works in outside weather conditions and is exposed to cold, heat, and precipitation.

The employee occasionally inspects active construction sites and may be exposed to loud noise, dust, construction equipment, or hazardous materials.

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