Katherine Zygmunt
Director of Human Resources

City of Meriden, Connecticut

Human Resources

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October 26, 2026

Zoning Enforcement Officer
Full Time – 40 Hour Work Week

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.

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.

SPECIAL REQUIREMENTS:

Must have a valid Connecticut driver's license.

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.

Rate of Pay: $76,918.40 - $87,089.60

Apply online at https://tinyurl.com/meridencareers and email your applications/resumes to humanresource@meridenct.gov. Applications are available in the Human Resources Department, City Hall, 142 East Main Street. Office hours are Monday through Friday, 8:00 A.M. to 5:00 P.M.

Open until filled.

E.O.E.

TITLE: ZONING ENFORCEMENT OFFICER

GENERAL DESCRIPTIONS:

This is responsible technical and professional work involving the enforcement of land use zoning ordinances.

Work involves responsibility for administration and enforcement of zoning regulations. Duties include issuance of permits, 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 City Planner.

EXAMPLES OF DUTIES:

Administers zoning regulations. Reviews plans for conformance to zoning regulations, researches zoning matters and issues zoning permits and certificates of compliance.

Inspects premises and investigates complaints of violations of zoning ordinances.

Persuades zoning ordinance violators to correct violations.

Prepares evidence and documentation of persistent zoning violations.

Prepares cease and desist orders and coordinates and carries out legal enforcement actions.

Coordinates zoning enforcement actions with other city enforcement departments.

Provides information on zoning ordinances and enforcement to city officials and the public.

Assists in the preparation for and attends Zoning Board of Appeals meetings. Attends Planning Commission meetings when involved in matters pending.

May testify in court on zoning matters.

Maintains files and records related to the administration of duties.

Issues liquor permits and approved zoning wavers.

Performs related work as required.

TITLE: ZONING ENFORCEMENT OFFICER

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of zoning enforcement principles and practices.

Considerable knowledge of Meriden's zoning ordinances and of the relevant state laws and regulations.

Considerable ability in oral and written communications.

Considerable ability to inspect and investigate zoning violations and complaints.

Considerable ability to enforce ordinances with firmness and tact.

Good ability to take initiative on ones own in field situations without supervision.

Considerable ability to establish and maintain effective working relationships with superiors, associates, property owners, and the general public.

QUALIFICATIONS:

A bachelor's degree from a recognized college or university majoring in urban planning or a related field plus three years of municipal planning, zoning enforcement, or related experience, or an equivalent combination of education and experience substituting on a year – for – year basis.

SPECIAL REQUIREMENTS:

Must have a valid Connecticut Class 3 driver's license.

Must be certified as a Zoning Enforcement Officer by the Connecticut Association of Zoning Enforcement Officers within one year of employment with the City.