



City of Ansonia

253 Main Street
Ansonia, Connecticut 06401

August 26, 2015

TO: Recruitment Sources

FROM: Edith Morales
Personnel/Administrative Assistant

SUBJECT: EMPLOYMENT OPPORTUNITY

PLEASE POST

THE CITY OF ANSONIA
ANNOUNCE EMPLOYMENT OPPORTUNITY

ANSONIA CITY HALL
Building Department Superintendent
\$50,000.00 - \$65,000.00 (Yearly)

TO BE CONSIDERED, APPLICATION(S) MUST BE FILED BY:

4:00 P.M. THURSDAY, SEPTEMBER 10, 2015

APPLICATION(S) AVAILABLE BY CONTACTING:

Ms. Edith Morales
Personnel/Administrative Assistant
City Hall
253 Main Street (Lower Level)
Ansonia, CT 06401

CLOSING DATE: Thursday, September 10, 2015

SPECIAL INSTRUCTIONS: To request an application and job description by mail, please send a self-addressed-stamped envelope.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F/H/V

PLEASE REMOVE: Friday, September 11, 2015

**CITY OF ANSONIA
JOB DESCRIPTION
PLANNING & ZONING**

BUILDING DEPARTMENT SUPERINTENDENT

GENERAL STATEMENT OF DUTIES:

Responsible for overseeing all aspects of Ansonia's Building Department. Executes and administers the City's anti-blight and zoning enforcement programs. Coordinates the processing of all building, zoning and land-use related applications. Manages and/or coordinates activity of all employees and officials working within the Building Department. Acts as the official representative of the Building Department to the Mayor and Ansonia's various boards and commissions. Works with City's land-use boards and commissions. Strives to foster a courteous and customer friendly environment in the Building Department.

Specific duties include, but are not limited to: Performs independent technical work involving the review and interpretation of zoning and subdivision regulations, anti-blight laws and City ordinances. Reviews building, zoning, subdivision and site plans for compliance with appropriate regulations. Informs citizens and/or developers on compliance with regulations and explains options available. Performs inspections to determine compliance with permits issued or with zoning and anti-blight regulations. Explains procedural matters and legal requirements. Investigates zoning and blight complaints and documents action. Represents the City's interests at blight and zoning appeal hearings. Works with property owners to resolve violations and complaints. Issues cease and desist and remediation/abatement orders, blight violations and/or zoning infractions. Assists Inland Wetlands Officer in conducting inspections as directed.

SUPERVISION RECEIVED:

Works under the supervision and direction of the Mayor. Receives policy guidance from the Planning and Zoning Commission and Zoning Board of Appeals. Receives guidance from Inland Wetlands Officer on inspections.

SUPERVISION EXERCISED:

Directly oversees clerical staff as assigned. Responsible for coordinating the activities of all Building Department officials and employees, including but not limited to: building inspector, electrical inspector, plumbing inspector, City Planner, City Engineer, and blight/zoning enforcement officers.

EXAMPLES OF DUTIES:

Reviews site plans for buildings, zoning, and subdivisions; inspects sites prior to granting permits and for compliance with City zoning and wetlands regulations; issues permits upon compliance with relevant regulations; investigates and resolves all zoning complaints; maintains logs on complaints and reports status to Planning and Zoning Commission; meets and answers inquiries from the public and professional persons; prepares reports and memorandums for Planning and Zoning Commission, Zoning Board of Appeals and other City Departments and officials; maintains records of permits, and correspondence; assists City officials as directed and needed; coordinates agenda items for Zoning Board of Appeals and attends meetings; attends Planning and Zoning and Conservation Commission meetings as needed; revises maps, applications, forms, procedures and policies; assigns street numbers, researches files and plans; collects fees, issues receipts and makes copies; updates GIS parcel

information and mapping projects; may inspect conservation easements and open space for markers and maintenance issues; attends seminars and workshops to stay current with legal issues relating to planning and zoning; attends blight and zoning appeals hearings; assists in updating Department web page; performs related work as required.

KNOWLEDGE, SKILLS & ABILITY:

Knowledge and experience in principles and practices of municipal planning and zoning and applicable regulations; experience in reviewing site and plot plans; demonstrated ability to enforce state and local regulations; demonstrated ability to establish and maintain effective work relationships with the public and associates; demonstrated ability to express ideas effectively in oral and written form to associates, general public and appointed boards or commissions; demonstrated ability to work independently; demonstrated ability to analyze, interpret and administer the provisions of the state and local ordinances, statutes, and regulations on zoning, land use and blight; demonstrated ability to read, interpret and analyze maps, plans and specifications with respect to zoning and wetlands requirements; ability to enforce in an equitable manner the zoning regulations of the City; knowledge of administrative law, procedure and property rights; knowledge of GIS systems for municipal operations; working knowledge of computers including skills with Word and Excel.

EXPERIENCE AND TRAINING:

Two (2) years of responsible experience in zoning and blight/code enforcement.
Must have or be able to attain CAZEO certification within two (2) years. GIS experience.
Possession of a valid Connecticut driver's license.

PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT:

Reasonable accommodations will be considered under the Americans with Disabilities Act. This list is not all inclusive and may be supplemented as necessary.

Must be mobile with the ability to get from one location in the office or work site to other locations in the office or work sites. Ability to walk on uneven terrain. Ability to sit or stand for long periods of time. Ability to reach, bend, push, pull and lift objects of thirty (30) pounds or less.

Ability to perform manipulative skills such as writing, keyboard, typewriter with speed and accuracy for extended periods of time.

Ability to see and read objects closely, as in typing from another document, reading/proofreading a report, read plans, reading meters, using a computer monitor, filing and/or retrieving information from a filing system and verifying the accuracy of financial information.

Ability to concentrate on fine details with constant interruption, some pressure and changing priorities and return to unfinished tasks when distracted and complete them efficiently.

Ability to maintain files and records and to make routine mathematical calculations using a calculator.

Ability to learn and have basic understanding of new information, methodologies and techniques and how to apply them to the department's goals and objectives. Ability to communicate effectively both orally and in written form.

Memory adequate to perform multiple and diverse tasks/assignments given over long periods of time. Works in a typical office setting subject to interruptions, heavy traffic flow and work volume. May be exposed to outside weather conditions, extreme cold and heat, dust, electromagnetic radiation from computer monitors. May be exposed to hazardous materials including chemicals, toxins, or poisonous substances.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.