

**CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT**

**OPEN COMPETITIVE EXAM #2568**

**OPEN COMPETITIVE EXAMINATION FOR: LAND USE OFFICER** (Non-Exempt)

**SALARY: \$34.05 ~ \$41.04/hr. (Effective 7/1/24, \$34.73 ~ \$41.04/hr.) 35 hrs./wk. paid bi-wkly (NOTE: New hires start at the beginning of the range, WCEA Grade W42)**

**FRINGE BENEFITS:** Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation Days; paid Sick Days; paid Personal Days.

**LAST DAY FOR FILING APPLICATIONS**

**Applications**, which may be obtained by visiting our website at [www.waterburyct.org](http://www.waterburyct.org) or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:30 p.m. on:

**Until Sufficient Applications are Received**

**IMPORTANT:**

1. Veterans – Veteran’s points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. Residents – Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

**EXAMPLES OF WORK:** (Illustrative only)

Coordinates activities and provides technical assistance for the land use boards and commissions; Enforces the Zoning and Inland Wetlands Regulations; Maintains all records related to Zoning and Inland Wetlands Regulations Enforcement; Preparation of amendments to the zoning, Inland Wetlands and subdivision regulations; Appears in court pursuant to zoning enforcement actions; Works with members of the public regarding zoning, Inland Wetlands, code enforcement, and subdivision inquiries; Evaluates development proposals submitted to the City; Conducts site surveys and formulate site design alternatives within the regulations of the City of Waterbury; Prepares staff reports for Boards and Commissions; Prepares Planning Studies; Performs related work as required.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

Solid understanding of the principles and practices of land use, planning, and zoning processes; Familiarity with the Connecticut General Statutes regarding Planning, Zoning and Inland Wetlands; Ability to interpret development plans and zoning regulations; Ability to communicate effectively, orally and in writing; Ability to exercise tact and courtesy in dealing with the public.

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**IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:**

Graduate degree in Planning from a program accredited by the Planning Accreditation Board and one year professional experience in Urban Planning; OR Bachelor's degree in Planning from a program accredited by the Planning Accreditation Board and two years professional experience in Urban Planning; OR Degree in Planning from a program not accredited by the Planning Accreditation Board and three years professional experience in Urban Planning; OR Any other post-graduate, graduate, or undergraduate degree and four years professional experience in Urban Planning. Experience in Zoning Enforcement and AICP or CAZEO certification desirable.

**COPIES OF COLLEGE DEGREE OR TRANSCRIPTS  
MUST BE SUBMITTED AT TIME OF APPLICATION**

**ADDITIONAL REQUIREMENTS:**

Must be in possession of a valid Motor Vehicle Driver’s License with a good driving history (**see statement below**). Obtain a Certificate of Program Completion for the Connecticut Department of Energy and Environmental Protection training program for duly authorized agents pursuant to CGS section 22a-42a(c)(2) within 18 months of the date of hire.

**In order to verify possession of the appropriate Driver’s License and good driving history, applicants will now be required to provide the H.R. Office with a Driving History Report that is less than 30 days old. Only reports generated by the Department of Motor Vehicle will be accepted. This information will be specifically requested of the applicants at the time that a conditional offer is made. In the event that a report is not supplied within (7) seven days or the H.R. Director deems your driving history to be poor, the conditional offer may be rescinded.**

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**PART V - WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS**

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>				<b>CONSTANTLY (C)</b>				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
<b>Working Conditions</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Working Conditions</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Physical Demands</b>					<b>Depth Perception</b>			X					
Standing			X		Color Distinction		X						
Walking			X		Peripheral Vision			X					
Sitting			X		Driving							X	
Lifting		X			<b>Physical Strength:</b>								
Carrying		X			Little Physical Effort (-10 lbs.)			X					
Pushing		X			Light Work (-20 lbs.)			X					
Pulling		X			Medium Work (20-50 lbs.)		X						
Climbing		X			Heavy Work (50-100 lbs.)	X							
Balancing		X			Very Heavy Work (100+ lbs.)	X							
Stooping		X			<b>Environmental Conditions</b>								
Kneeling		X			Cold (50 degrees F or less)			X					
Crouching		X			Heat (90 degrees F or more)			X					
Crawling		X			Temperature Changes			X					
Reaching		X			Wetness			X					
Handling			X		Humidity			X					
Grasping			X		Extreme Noise or Vibration		X						
Twisting		X			Exposure to Chemicals		X						
Feeling		X			Exposure to Gases and Fumes		X						
Talking			X		Exposure to Unpleasant Odors		X						
Hearing			X		Exposure to bodily fluids	X							
Repetitive Motion		X			Exposure to dampness			X					
Hand/Eye/Foot Coordination			X		Confinement to Small or Restricting Area		X						
Visual Acuity/Near			X		Mechanical Hazards		X						
Visual Acuity/Far			X		Physical danger or abuse		X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified. The City of Waterbury is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City when necessary.

Prepared on: 7/8/2022

Position: Land Use Officer

This position is covered under the written agreement between the City of Waterbury and the White-Collar Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. Appeal Process - An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/D/V

EEOP Utilization Report available upon request

4/12/24 mj