



## CITY OF BRIDGEPORT, CONNECTICUT

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City of Bridgeport, CT is now accepting submissions for the position of

### **ZONING INSPECTOR**

**Salary:** \$49,898.00 per year. This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; depending on the employee group some of these benefits may include: retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

*Please be informed, the selected candidate will be hired on a full-time provisional basis. In accordance with Section 214 of the Charter of the City of Bridgeport, provisional hires are and will be subject to Civil Service examination; when an examination is given for this position at some future date. Provisional employees will be required to test and rank/score sufficient enough to maintain employment. This position shall be filled on a permanent basis pursuant to and consistent with Chapter 14, Section 4 of the Charter of the City of Bridgeport.*

**To Apply:** Please mail, deliver or email the supplied application, resume, cover letter and three (3) professional references (name, title, business/company name, and contact information), to the attention of Personnel Director, Civil Service Commission Office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to [cob.jobs@bridgeportct.gov](mailto:cob.jobs@bridgeportct.gov).

**Deadline to be determined.** (Any/all changes to this deadline shall be at the discretion of the City of Bridgeport).

#### **Municipal Profile**

The City of Bridgeport is located in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The City has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms.

#### **GENERAL DUTIES:**

Technical field inspection work of ordinary difficulty and responsibility. Inspection of new construction and places of business to insure compliance with municipal zoning regulations. Related work as required; performed under technical and administrative supervision.

#### **ILLUSTRATIVE DUTIES:**

Inspects all new construction within the City limits, investigates the use of completed structures for compliance with zoning regulations; reports findings to the planning engineer either for corrective action, or issuance of zoning compliance certificate. Processes and checks zoning applications; inspects liquor establishments for compliance with regulations. Posts notices of pending zoning action on property. Use of office machines, including but not limited to computers, fax and copiers. Investigates complaints of zoning violations, posts violation notices on property or structures which are in violation.

## **MINIMUM QUALIFICATIONS**

### **KNOWLEDGE, SKILL AND ABILITIES:**

Good knowledge of local geography.  
Ability to read plans and specifications.  
Ability to perform arithmetic computation.  
Knowledge of local zoning regulations.  
Strong verbal, organizational and interpersonal skills.  
Ability to use various computer software programs.  
License to operate motor vehicle in the State of Connecticut

### **EXPERIENCE, EDUCATION, AND TRAINING:**

High School or vocational school graduation including courses in general mathematics, drafting, and related subjects.  
One or Two years of general experience in engineering or construction work.  
Any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

Other duties specific to departmental demands may include as follows: General administrative work in the Zoning Department. Duties may include utilization of Microsoft Excel and Access and other related computer programs. Assist with the preparation and processing of permits, departmental applications and plans for department filing and applicant distribution; assist with the public; additional assignments as directed by the Zoning Administrator.

*This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities, qualifications, physical and cognitive demands which comprise this position. The above is intended to be a fair representation of the "typical" demands of the position.*

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:  
CIVIL SERVICE COMMISSION OFFICE  
45 LYON TERRACE, ROOM# 104  
BRIDGEPORT, CT 06604

**This is the application for the Zoning Inspector position only.**

Do not use this application to apply for any other positions/examinations.

To apply for this position, you must submit:

1. An application, found on the following pages of this document
2. Cover Letter
3. Resume
4. Three (3) professional references

Print out this form and fill it in, in ink. Do not use pencil. Deliver in person or mail this application to:

Civil Service Commission  
City Hall, Room 106  
45 Lyon Terrace  
Bridgeport, CT 06604

Applications and required documents may also be scanned and emailed to:  
[cob.jobs@bridgeportct.gov](mailto:cob.jobs@bridgeportct.gov)

Please be sure to answer all questions on this application and follow these instructions carefully. Please do not call the office to ask about the status of your application

We will contact you as soon as we have information to share with you about this position. We thank you for your patience.

Thank you for your interest in applying for a position with the City of Bridgeport.  
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CITY OF BRIDGEPORT, CONNECTICUT

**CIVIL SERVICE COMMISSION**

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604-4023

**Employment Application**

Position Applied for	Zoning Inspector	Date	
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APPLICANT INFORMATION							
Last Name		First Name		M.I.			
Mailing Address				Apartment/Unit #			
City		State		ZIP			
Phone			E-mail Address				
Commercial Drivers License (CDL) (Yes/No)			CT Drivers License (Yes/No)				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				

EDUCATION							
High School				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

REFERENCES			
<i>Please list three professional references.</i>			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			

PREVIOUS EMPLOYMENT					
Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

DISCLAIMER AND SIGNATURE				
Signature			Date	

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.

*For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.*

GENDER:  Male  Female

ETHNICITY:  Asian  Black (Non-Hispanic)  Hispanic  White  Other: \_\_\_\_\_