

ZONING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for securing compliance with the municipal zoning ordinance. The work is performed under the general direction with leeway for some independent judgment in the interpretation of the law. Enforces the provisions of the municipal zoning ordinance. Does related work as required.

TYPICAL WORK ACTIVITIES:

Inspects new construction for compliance with the law;
Explains the requirements of the zoning ordinance to contractors and the general public;
Checks plans and specifications submitted by builders or owners and issues permits for construction and alteration;
Investigates complaints of violations;
Makes reports to Zoning Board on inspections made and permits issued.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the local zoning ordinance; ability to explain the provisions of the code in clear, non-technical terms; ability to read and interpret building plans and specifications; ability to establish and maintain cooperative working relationships with other public officials, contractors and the general public; firmness with courtesy; good judgment; good physical condition.

MINIMUM QUALIFICATIONS: Two years of experience in one of the building construction trades and graduation from high school or possession of a high school equivalence diploma is acceptable; or any equivalent combination of experience and training.

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