



CHIEF ZONING INSPECTOR

Occupational Code: 2152

Salary Range: 30A

Status: Classified

FLSA: Exempt

Established: 11/72

Revised: 12/88 4/98

NATURE OF WORK:

Highly responsible supervisory work in directing the zoning code enforcement program of the City.

Work involves planning, assigning, directing and reviewing the work of a moderate sized group of Zoning Inspectors I and II engaged in the enforcement of the City's Zoning Regulations, both in the field and in the office. Work includes extensive public contact, frequently of a delicate nature, requiring the exercise of tact, good judgment and extensive knowledge of the City's laws and ordinances affecting zoning. Work is performed under general supervision affording opportunity for the use of independent judgment in arriving a decisions. Work is reviewed through periodic conferences and observation of results obtained.

ESSENTIAL FUNCTIONS: (The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment for the position. Examples of work performed are not to be used for allocation purposes.)

Establishes policies, practices and procedures of the zoning section to the approval of the department head; ensures that they are properly implemented and followed by the complete section.

Supervises the investigation of complaints of nuisances and alleged violations of zoning regulations and the securing of evidence of violations; assists in the preparation of cases for court action.

Reviews ordinances and regulations involving zoning and determines section's interpretation and method of implementation when necessary.

Supervises and participates in advising contractors, prospective builders, property owners and others regarding zoning regulations and their application in particular cases.

Has a role in the administration of collective bargaining agreements, Civil Service Rules and departmental policies and procedures.

Performs other related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS: (The knowledge, abilities and skills identified in this class specification represent those needed to perform the duties of the class. Additional knowledge, abilities and skills may be applicable for individual positions in the employing departments.)

Extensive knowledge of City zoning and related ordinances, their principles and philosophy.

Thorough knowledge of the principles and practices of City planning.

Thorough knowledge of the practices and procedures entailed in zoning inspection work.

Considerable knowledge of modern office methods, practices and procedures.

Some knowledge of Civil Service Rules and collective bargaining agreements and their application.

Ability to establish and maintain effective working relationships with contractors, landlords, tenants, property owners and the general public.

Ability to plan, assign, direct and review the work of a moderate staff of inspection and clerical subordinates.

Ability to read and interpret plans, specifications, blueprints, ordinances and regulations, and to interpret them and suggest modifications to meet zoning requirements.

REQUIREMENTS:

Graduation from an accredited college or university with major course work in City planning, engineering or public administration; and considerable (2 – 4 years) experience at the level of Zoning Inspector II, including some (6 months – 2 years) experience in a supervisory capacity.

OR

Equivalent combination of training and experience.

TOOLS AND EQUIPMENT:

Personal computer, including work processing and permitting software; calculator; ruler; telephones; general office equipment; and a two-way radio.

PHYSICAL DEMANDS: (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed mostly in an office setting. Some field work may be required to assist subordinate inspectors as needed. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to sit, stand, stoop, talk, hear; use hands to finger, handle, feel or operate office equipment. The employee is occasionally and/or rarely required to do light lifting (up to 14 lbs.) Occasionally required to drive a City vehicle when working in the field or attending meetings.

WORK ENVIRONMENT: (The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.