



## **ZONING INSPECTOR I**

**Occupational Code:** 2150  
**Salary Range:** 23A  
**Status:** Classified  
**FLSA:** Non-exempt  
**Established:** 11/72  
**Revised:** 12/89 3/91 4/98

### **NATURE OF WORK:**

This is responsible field and office work enforcing through investigations and inspections of City ordinances, rules and sanitation codes.

Work involves responsibility for the review and analysis of plans for proposed construction, alteration and repair of buildings; investigations and inspections for compliance of zoning codes and waste service rules and regulations. Employees in this classification are required to exercise tact in dealing with the public and to have considerable knowledge of the zoning ordinances and regulations in order to give interpretations of these codes to property owners and occupants of residential and commercial establishments. Work is performed under general supervision and reviewed through on-the-job observation for accuracy and consistency of reports in conformity with the City code and established departmental policies.

**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.)

Receives and investigates complaints of nuisances and alleged violations of zoning regulations, garbage and trash codes; obtains evidence of violations, secures warrants and assists in the preparation of cases for court action and/or regulating Board action.

Investigates complaints pertaining to lot cleaning problems and conditions; makes inspections of conditions which are alleged to constitute a menace to health or welfare by the unlawful accumulation of debris, rubbish, trash, and stagnant water, on any lot within the City limits.

Investigates complaints pertaining to alleged violations of abandoned property ordinances.

Reviews applications and plans for building, paving, tree removal, electrical, plumbing, and sign permits to determine if applications is in conformity with the zoning ordinance. Performs field inspections to check the premises for conformity with applications and plans submitted.

May review and check blueprints, plans and sketches prior to issuance of zoning's endorsement on all privately owned homes and buildings.

Forwards the required plans to public works line and grade section for building base line establishments.

Interprets zoning regulations for contractors, prospective builders, engineers, surveyors, architects, real estate brokers, and property owners.

Inspects newly completed buildings or additions, commercial or residential, for their use, off-street parking facilities, landscaping, and house numbers and ensures that the finished product conforms to the originally approved plans.

Works with property owners and architects on new construction to assure proper facilities are provided to accommodate waste disposal in accordance with sanitation ordinances.

Makes corrections to zoning atlas, platbooks, and zoning ordinance books when new ordinances are passed by the City Commission.

Attends Code Enforcement, Planning and Zoning Board meetings when requested and supplies information pertaining to variances, violations, etc.

Prepares written investigative field reports of violations for submission to superior together with detailed summary of daily activities.

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.)

Considerable knowledge of the principles and philosophy of zoning and land use.

Considerable knowledge of City Zoning, building, and license ordinances.

Some knowledge of local public sanitation codes, health department requirements and departmental regulations.

Ability to read and interpret plans, blueprints, and specifications.

Ability to conduct thorough investigations and inspections and to prepare detailed and adequate records for use in legal proceedings.

Ability to establish and maintain effective working relationships with property owners, contractors, commercial land users, and the general public and to render and implement decisions tactfully, firmly and impartially.

**REQUIREMENTS:**

Graduation from high school supplemented with courses in Engineering, Business Administration, Urban Planning, Architecture or Construction Management and considerable (2 – 4 years) experience in difficult public contact work related to inspection, plans processing and/or code administration.

OR

Equivalent combination of training and experience.

**TOOLS AND EQUIPMENT:**

Personal computer, including word processing and permitting software; calculator; ruler; telephones; general office equipment; and to-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 in the office and in the field.

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.