



## **ZONING INSPECTOR II**

**Occupational Code:** 2151

**Salary Range:** 27A

**Status:** Classified

**FLSA:** Exempt

**Established:** 11/72

**Revised:** 12/88 4/98

### **NATURE OF WORK:**

This is advanced professional and technical office and inspection work in the enforcement of the City's zoning and/or sign ordinances.

Work involves the responsibility for inspecting a variety of plans and blueprints on all new construction and additions to existing structures for conformity with the zoning ordinance, and exercising independent judgment in the development of effective zoning recommendations, occasionally serving in the capacity of Chief Zoning Inspector, and in representing the department in various committees and to the public. Work may include assisting in the supervision and training of a small number of Zoning Inspectors I, Code Enforcement Inspectors or clerical support staff. Work assignments are usually received from a professional superior, who reviews work through personal conferences and written reports for satisfactory completion of assigned responsibilities.

**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.)

Greets customers and reviews, modifies and makes suggestions for corrections to building permits, certificate of use, and certificate of occupancy applications, plans, diagrams and specifications, asks questions regarding use and applicable rule compliance. Reviews and checks blueprints, plans and sketches of walk-in customers, prior to issuance of zoning's endorsement on all privately owned homes and other residential or commercial buildings. Determines that the utilization of land is proper.

Provides preliminary permitting information; inputs application information into computer system, to determine permits and fees required. Informs applicants of zoning, permitting and/or hearing process, answering related questions. Provides zoning, permitting and hearing information, and necessary training to Code Enforcement Inspectors.

Reviews plans (including applications, surveys, computer printouts of project requirements, blueprints, etc.) for various large or complex projects, such as major use, new construction or renovation, or special exception projects, typically requiring research of the Zoning Ordinance; prepares written analyses of projects for submission to appropriate hearing board; and determines amount of any assessable impact fee, notifying owner of same.

Coordinates zoning evaluation activities with other City operations involved in the permitting process. Discusses with engineers, architects, builders or owners the modifications to be made in plans in order to conform to requirements, and withholds endorsements until projects comply with the Zoning Ordinance, or the rules and requirements of other boards, such as Planning Advisory Board, Historic Environmental Preservation Board, Plat and Street Committee, etc.

Assists in the training of lower-level or new inspectors. Reviews inspectors' work and reports, and advises them as to corrections and additions to, and incompleteness of reports.

Regularly attends and represents the department at board and committee meetings, responding to technical questions and clarifying issues raised by board members and applicants.

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.)

Thorough knowledge of the principles and philosophy of zoning land use and related code enforcement.

Thorough knowledge of City of Miami zoning, building, license and sign ordinances.

Considerable knowledge of the legal, administrative, and procedural regulations applicable to application and zoning plans processing work and certificate issuance necessary to enforce conformity to said regulations and municipal ordinances.

Some knowledge of modern office practices and procedures.

Ability to read, interpret and use information from plans, blueprints and specifications, determine where modifications can be made and tactfully indicate any changes needed.

Ability to communicate effectively, orally and in writing, and to perform mathematical computations accurately.

Ability to establish and maintain effective working relationships with property owners, contractors, engineers, commercial land users, the general public and other city personnel, and to arbitrate and render decisions swiftly, firmly and in an impartial manner.

Ability to research necessary information from related ordinances, rules, policies, etc., as well as computer system, in order to answer questions, make permit decisions, and perform efficiently and effectively.

Ability to handle stressful situations and effectively deal with difficult or angry persons.

**REQUIREMENTS:**

Graduation from High School or vocational school, supplemented by completion of two years college level courses in city planning or real estate management; and thorough (4 – 7 years) experience as a municipal codes inspector. A valid Florida Drivers License.

OR

Graduation from an accredited college or university including course work in city planning, real estate management, law or engineering; and some (6 months – 2 years) experience as a municipal codes inspector. A valid Florida Drivers License.

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 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.

