

ASSISTANT ZONING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is routine inspection work involving a responsibility for reviewing properties and buildings for compliance with applicable zoning ordinances and regulations. The work of an Assistant Zoning Inspector differs from that of an Assistant Building Inspector in that the latter is concerned with building construction, while the former requires no technical knowledge of building construction. Work is performed under the general supervision of the head of the building inspection department. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Inspects properties and buildings for compliance with municipal zoning ordinances and regulations;
May issue violation notices and stop work orders;
May issue appearance tickets;
Prepares reports on inspection activities on a regular basis;
Assists in preparing cases for prosecution for non-compliance and appears in court as required;
Discusses zoning problems and may suggest modifications with head of department;
Explains the requirements of the town zoning law to contractors and the general public;
May assist the Zoning Inspector with the enforcement of additional ordinances such as litter laws, unsafe building laws, etc.;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Ability to read and interpret local zoning codes and ordinances; ability to make arithmetical computations; ability to deal effectively with the public; ability to maintain activity records and reports; aptitude for conducting inspections.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma; or
- b) One (1) year of general work experience.

SUBSTITUTION NOTE: Additional work experience may be substituted for education on a year-for-year basis.

SPECIAL REQUIREMENT:

Access to transportation is required to perform field work responsibilities in a timely and efficient manner.