

ZONING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is routine work requiring the inspection of conditions of authorized residential and commercial land usage for compliance with the local zoning ordinances. Additionally, work consists of routine tasks relative to receiving complaints, issuing summonses, and following up on violations. Work is performed under direct supervision. Supervision of others is not a requirement of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Receives verbal and written complains regarding all non-building and non-fire code violations;
Performs field inspections to patrol town for violations of local codes and zoning ordinances, to investigate complaints, and to verify follow-up compliance;
Explains the requirements of, and methods for compliance with, local codes and zoning ordinances to contractors and the general public;
Issues Appearance Tickets for non-compliance;
Assists in preparing cases for prosecution for non-compliance and appears in court as required;
Maintains records and produces reports of activities as necessary;
Operates desktop computer, copy machines, and other office machines as needed to perform related clerical functions;
May collect fees and account for monies received;
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: Working knowledge of local zoning codes and ordinances; working knowledge of office terminology and procedures; working knowledge of business arithmetic and English; ability to read and interpret local zoning codes and ordinances; ability to use computers and computer software for word processing and data management; ability to express ideas clearly and effectively both orally and in writing to groups and individuals; ability to establish and maintain effective working relationships; ability to deal effectively and objectively with public; tact; confidentiality; good judgment.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma, and one (1) year experience in a position requiring familiarity with building, zoning or other public laws, rules, and/or ordinances; or
- b) Two (2) years experience in a position requiring familiarity with building, zoning, or other public laws, rules, and/or ordinances; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

SPECIAL REQUIREMENT: Possession of a current appropriate valid New York State Motor Vehicle Operator's license at time of appointment.