

ZONING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level technical employee, the incumbent is responsible for the inspection of real property and building structures for conformity with planning and/or zoning regulations, and the interpretation and enforcement of the municipal planning and/or zoning ordinances related to the use, development, and construction of land, property, and buildings within the municipality. The incumbent receives, investigates and responds to complaints, issues summonses, and follows up on violations. Work is performed in accordance with established laws, rules and regulations. An incumbent in this class may also act as a liaison to the Planning and/or Zoning Boards. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Explains and interprets the requirements of and methods for compliance with local planning and/or zoning ordinances to contractors, owners, engineers, architects and the general public;

Examines plot and subdivision plans and applications;

Performs field inspections of real property and building structures concerning authorized land usage to determine compliance with planning and/or zoning regulations;

Receives and investigates complaints of violations of planning and/or zoning regulations;

Follows up on violations with further correspondence and additional inspections in an effort to have violators come into compliance;

Grants or denies certificates of conformance with planning and/or zoning ordinances;

Issues summonses for non-compliance with planning and/or zoning regulations;

Keeps records of applications and inspections and certificates granted;

Prepares and maintains records and reports on activities including violations of the planning and/or zoning regulations and recommended actions to correct them;

Collects fees for applications;

May act as a liaison to municipal boards i.e. Zoning Board of Appeals or Planning Board;

May appear in court and give testimony regarding planning and/or zoning code violations as required;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of zoning and subdivision principles, practices, and local regulations, codes, and ordinances; good knowledge of land use and development principles and practices; good knowledge of inspection practices and techniques; ability to read and interpret site and building plans, tax maps, zoning and land use maps; ability to interpret local planning and/or zoning codes and ordinances; ability to maintain records and prepare written and oral reports; ability to make inspections and ascertain facts through investigation; ability to communicate clearly and effectively both orally and in writing; ability to deal effectively and objectively with the general public; ability to explain provisions of the planning and/or zoning ordinances in clear terms to the general public; ability to establish and maintain cooperative relationships with public officials, contractors, owners, engineers, architects, and general public; ability to gain the cooperation of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to be firm but courteous; courtesy; tact; confidentiality; dependability; initiative; resourcefulness; thoroughness; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and four (4) years experience where the primary function was map, mechanical, structural or architectural drafting; the review of building or construction plans and specifications; conducting physical planning studies; or the inspection of building construction projects to enforce codes and ordinances relating to the construction and safety of building structures.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Bachelor's Degree* in Civil Engineering, Planning, Construction Technology, Architectural Technology, or a related field may be substituted on a year for year basis for up to four (4) years of the above work experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL REQUIREMENTS:

1. Possession of a valid license to operate a motor vehicle in New York State at time of appointment. The appointing authority is responsible for ensuring candidate meets this requirement.

2. Effective January 1, 1985, code enforcement personnel who are charged with enforcement of New York State Uniform Fire Prevention and Building Code and who commence employment on or after that date shall be required to complete the prescribed minimum basic code enforcement training course, which includes the subject areas set forth in Section 434.6 of New York State Department of State Rules and Regulations, Title 19, Chapter XII, Part 434, within one year of initial appointment. In addition, they are required to maintain certification on an annual basis by completing in-service training as outlined in Part 434 – Minimum Standards for Code Enforcement Personnel in the State of New York.

Towns, Villages,
Cities of Rye & Peekskill
J. C.: Competitive
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Job Class Code: 0534