

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. The work is performed under the general supervision of the head of the building inspection department. Does related work as required.

TYPICAL WORK ACTIVITIES:

Inspects properties and buildings for compliance with municipal zoning ordinances and regulations;

Prepares reports on inspection activities on a regular basis (i.e. daily, weekly and monthly);

Discusses zoning problems and may suggest modifications with head of department and/or legislative body.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of inspection practices and techniques; ability to read and interpret local zoning codes and ordinances; ability to make arithmetical computations; ability to deal effectively with people; ability to maintain activity records and reports; ability to read basic plans and specifications.

MINIMUM QUALIFICATIONS:

1. Associate's degree or higher in Building Technology, Architecture, Engineering Technology or closely related field; or
2. Graduation from high school or possession of an equivalency diploma and one (1) year of paid work experience involving building construction, work in a building trade or in a position requiring familiarity with local zoning codes and ordinances.

SPECIAL REQUIREMENT: Possession of a driver's license appropriate for the vehicle to be operated.

R.C.D.P. (11.14.1980) 05.07.2015
Competitive
(Part-Time is Non-competitive in any Village)