

POSITION DESCRIPTION

Class Title: Part-Time Zoning
Department: Zoning Department
Division: Administration

Date: 1/11/2017
Union: Not Applicable

GENERAL PURPOSE

Performs a variety of technical duties in support of the City's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight and other matters of public concern.

SUPERVISION RECEIVED:

Works under the general supervision of the City Manager or their designee

SUPERVISION EXERCISED

Supervisory roles may be designated by the City manager as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Perform a variety of field and office work in support of the City's local code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern.

Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.

Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; draft and send documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative and parking citations and notices of violation as necessary.

Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.

Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.

Prepare a variety of written reports, memos, and correspondence related to enforcement activities.

Patrol assigned area in a City vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.

PERIPHERAL DUTIES

Assist in administering the permitting function, including application processing, fee assessment and collection, and permit issuance.

Explains, interprets, and provides guidance regarding applicable codes within area of responsibility to interested parties.

Performs other duties as prescribed by the City Manager and/or Community Development/ Zoning or their designee

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Graduation from a high school or GED equivalent, and
- (B) Two years experience related to inspection, law enforcement, building inspection, land use, public administration or a related field, or
- (C) Two (2) years of experience in zoning administration, code enforcement, general construction, engineering, maintenance & related fields, or
- (D) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques;
- (B) Thorough knowledge of the following Codes, Zoning, Rental Housing, Exterior Property Maintenance, Safety Sanitation & Health, and National flood insurance Program and skill in applying knowledge of national uniform building codes, zoning and land use applications.
- (C) Skill in operating the listed tools and equipment;
- (D) Ability to prepare, organize and maintain inspection field data, reports and systems; Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely

and legibly, and to testify in court in an objective, concise, and professional manner; Ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public; Ability to follow verbal and written instructions; Ability to handle stressful situations and effectively deal with difficult or angry people.

SPECIAL REQUIREMENTS

A valid state driver's license, or ability to obtain one by start of employment. Ability to comprehend and enforce code requirements.

TOOLS AND EQUIPMENT USED

Computer and or tablets, including word processing and permitting software; motor vehicle; calculator; portable radio; phone; ladder; tape measure, camera along with other technology as determined necessary.

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 office settings. Some outdoor work is required in the inspection of various buildings, yards, and apartment sites.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions and unsanitary housing conditions. The employee occasionally works near moving

mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview, reference check and background check; job related tests may be required. It must be determined your able to perform duties after completing a physical.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: _____ Date: _____
(Indicates the employee was given a copy of the job description)

Supervisor: _____ Date: _____