

## ZONING INSPECTOR

**GRADE 26**

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Non-Exempt*

Performs responsible paraprofessional and technical work enforcing the County Zoning Ordinance; does related work as required. Work is performed under regular supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Enforcing the Zoning Ordinance; assisting the public; inspecting properties; maintaining records; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Interprets and enforces provisions of the County's zoning ordinance, and other standards, policies and procedures; initiates any actions necessary to correct deviations or violations.
- Provides information concerning ordinance/code interpretation, compliance, permitted uses, and related issues; discusses problem areas with property owners and contractors; recommends solutions to problems; responds to questions or complaints concerning violations; collects/organizes information regarding complaints; determines location of alleged violations.
- Inspects properties to determine existence of violations; consults County zoning ordinance to determine particular ordinances being violated or whether an activity is allowed; prepares written notice of violation for delivery to land owners, tenants, or other person responsible for violation; provides notice of timeframe for abatement and possible procedures for correction; performs follow-up site visits to determine whether properties have come into compliance; identifies non-compliant properties.
- Assists in coordinating legal action against violators; recommends that unabated violations be forwarded for appropriate legal remedies; makes photographic and written records of conditions; assists with preparation for court cases; attends court sessions as potential witness and to note testimony.
- Evaluates zoning permit and home occupation permit applications to determine compliance with County's zoning ordinance and regulations.
- Prepares or completes various forms, reports, correspondence, summary of zoning violations, newspaper copy, brochure copy, charts, summaries, maps, or other documents.
- Enters a variety of information into computer; generates various reports.
- Provides support/back-up for various zoning functions; researches deeds; processes subdivision potential; tracks bio-solid permits.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of the County Zoning Ordinance; general knowledge of legal procedures related to the enforcement of ordinances and codes; ability to read and interpret blueprints, site plans and designs and to ensure compliance with appropriate ordinances and codes; ability to enforce ordinances and regulations with firmness, tact and impartiality; ability to communicate ideas effectively in both oral and written form; ability to establish and maintain effective working relationships with County officials, associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and some zoning or general enforcement experience.

### **PHYSICAL REQUIREMENTS:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, and atmospheric conditions.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.