

ZONING INSPECTOR

Department: Varies
Classification: Competitive
Specification Number: 4870
Approved: 10/5/21
Revised: 2/20/22 by JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school, vocational school or possession of a high school equivalency diploma, and two (2) years of experience in inspectional or investigative work enforcing codes and ordinances relating to the safety of building structures and occupancy or in zoning, real estate, planning, surveying or a related field.

NOTE: Experience will be substituted for education on a year-for-year basis. Relevant education beyond high school from a college with federally-authorized accreditation or registration by NY State in Architecture, Civil Engineering, Construction Technology or a related field will be substituted for experience on a year-for-year basis.

NECESSARY SPECIAL REQUIREMENT

Candidates must possess a New York State driver's license at the time of appointment and throughout the period of employment.

DISTINGUISHING FEATURES OF THE CLASS

Under supervision, an employee in this class is responsible for inspecting land use, and land or building development or modifications for conformity with zoning rules and regulations effective in the Town. The incumbent makes routine investigations of complaints of alleged violations and prepares reports on the findings. Work is performed in accordance with the established laws, rules and regulations and departmental policies and is reviewed by supervisors for adherence to these standards. Performs related work as required.

TYPICAL WORK ACTIVITIES

- Investigates complaints of violations of zoning regulations;
- Interviews property owners, tenants and complainants to determine nature of violations;
- Recommends measures for correcting the violation if one exists;
- Assists in receiving and screening the complaints of violations of the zoning regulations;
- Makes investigation of complaints; if verified, issues notice of violations;
- Follows up on complaint to ensure correction; issues summons in case of violation that has not been corrected, and may testify in court concerning the case;
- Prepares work reports on inspections conducted and on recommended actions to correct violations.

KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS

Some knowledge of legal procedures related to the enforcement of regulatory codes; ability to acquire knowledge of applicable zoning regulations, and related departmental policies and procedures; ability to make inspections and to follow oral and written assignments and to ascertain facts through investigation; ability to prepare a variety of records and reports; physical condition commensurate with the demands of the position.