

SENIOR ZONING INSPECTOR

Department: Varies
Classification: Competitive
Specification Number: 4880
Approved: 7/14/23
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school, vocational school or possession of a high school equivalency diploma, and four (4) years of experience in inspectional or investigative work enforcing codes and ordinances relating to the safety of building structures, in zoning or a related field.

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

PROMOTIONAL

Two (2) years of permanent competitive status as a Zoning Inspector or Zoning Inspector (Spanish Speaking).

NECESSARY SPECIAL REQUIREMENTS

At the time of appointment, and during employment in this title, employees must possess a valid license to operate a motor vehicle in New York State.

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this title plans and assigns work to Zoning Inspectors, and processes complaints of violations of zoning regulations. The incumbent conducts difficult inspections to determine the nature and extent of the violations and follows established rules, regulations and procedures in obtaining compliance with the regulation or code violated. Supervision is received through a review of work for conformance to procedures and meetings with the employee on difficult problems. Does related work as required.

TYPICAL WORK ACTIVITIES

Receives complaints of violations of zoning regulations from Chief Building Inspector;
Supervises Zoning Inspectors;
Assigns complaints to Zoning Inspectors for verification and determination of the violations;
Confers with Zoning Inspectors on nature of violations of codes and advises them on methods of resolving particular problems;
Prepares and serves notices to remove existing violations;
Files misdemeanor charges in cases of failure to remove violations;
Reviews reports of inspectors for accuracy of nature of violation encountered and to decide proper action;
Confers with other town departments on matters relating to zoning regulations;
Maintains files on violations and dictates correspondence relating to the work.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of legal procedures related to the enforcement of zoning regulations; excellent knowledge of the Town of Babylon's zoning codes, regulations, rules and procedures; good knowledge of modern office practices and procedures; ability to communicate with the public and explain and enforce regulations firmly, tactfully and impartially; ability to make inspections and to ascertain facts through investigations; ability to keep records and prepare and submit reports; ability to review and analyze reports of inspectors and supervise the work of employees in a manner conducive to full performance and high morale; physical condition commensurate with the demands of the position.