

CITY OF NICHOLASVILLE
POSITION DESCRIPTION

Class Title: Zoning Enforcement Official

Department: Planning and Zoning

Supervisor: Building Inspector Supervisor/Plan Reviewer

Supervises: None

Grade: 25

Class Characteristics: Under general direction, administers and enforces zoning ordinances, related ordinances and codes; performs related work as required.

General Duties and Responsibilities

Essential:

1. Inspects buildings, signs, related structures and sites to ensure that work complies with zoning ordinances, related ordinances and codes.
2. Checks streets, yards, buildings, signs and related structures and/or uses to ensure proper maintenance in compliance with zoning ordinances.
3. Investigates and responds to inquiries and complaints regarding zoning ordinances, related ordinances and codes. Ensures that land use changes comply with zoning.
4. Investigates complaints pertaining to un-permitted construction; issues notices of violations; prepares data regarding non-compliance and presents evidence to the Code Enforcement Board as necessary.
5. Meets with owners, tenants, contractors, business owners, etc.; to review violations and explain code requirements to achieve code compliance.
6. Represents the City in a professional manner and effectively deals with customers to gain their cooperation in resolving problems and concerns.
7. Prepares a variety of logs, permits, reports, correspondence, forms, and related documentation; files and/or transmits as appropriate. Maintains case files.
8. Conducts field inspections of violations and takes appropriate action to achieve compliance, which may include; verbal warning, notice of violation, issue citations, other actions.
9. Travels throughout the community and addresses code violations observed.
10. May compile and prepare, after research, changes and modifications needed in the zoning ordinance, related ordinances and codes subject to approval of Director, Department of Planning and Zoning, and assists in recommending changes in same.
11. Attends Planning and Zoning Commission, Board of Adjustments, and other meetings as required by Director.
12. Performs related duties as required.

Non-essential: None

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED); no previous work experience requirements.

Special Knowledge, Skills and Abilities.

Knowledge:

1. Knowledge of, or ability to learn, local zoning ordinances and other local ordinances relating to zoning administration and codes enforcement.
2. Knowledge of, or ability to learn, inspection and enforcement procedures.
3. Knowledge of, or ability to read site, engineering, and construction plans.

Skills:

1. Good computer skills.
2. Good communications skills.
3. Good interpersonal skills.

Abilities:

1. Ability to read and interpret plans, civil drawings, quickly and accurately, and to compare them with construction.
2. Ability to detect deviations from zoning ordinances, related ordinances and codes.
3. Ability to enforce codes, including the enlistment of property owners/contractors in securing compliance with zoning ordinances, related ordinances and codes.
4. Ability to prepare clear and accurate reports, and to maintain an effective filing system.
5. Ability to work with civic groups and citizen groups.
6. Ability to communicate effectively, orally and in writing.
7. Ability to establish and maintain effective working relationship with developers/builders, city officers and employees, and the general public.
8. Honesty; integrity; self-motivation.
9. Ability to work independently with little supervision.

ADDITIONAL INFORMATION

Instructions: Instructions are initially very specific, but become more general as the duties and responsibilities of the position are learned; many aspects of work continue to be covered specifically, but personal judgment must continue to be used.

Processes: Work varies slightly; seldom required to take different, new or unusual approaches in completing work assignments.

Review of Work: Work is reviewed thoroughly, but is reviewed less often as work experience increases.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is required.

Physical Requirements of the Job: Work is performed both indoors, requiring intermittent sitting, standing and walking in an office environment, and outdoors regardless of weather conditions; mobility to climb muddy hills, long stairs, ladders, etc; must have good vision; must lift objects weighing less than 25 pounds; exposed too noise, high places, confined spaces; must operate a vehicle as a requirement of the job.

Tools and/or Equipment Used: Must drive vehicle as a requirement of the job; must use normal office equipment (computer hardware and software, telephone, fax machine, copier, etc.).

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate.

Interruptions: Moderate.

Special Licensing Requirements: Must possess and maintain a valid drivers license issued by the Commonwealth of Kentucky as a condition of continued employment in the position.

Training Requirements: None.

Certification Requirements: None.

Additional Requirements: May occasionally need to work overtime as assigned by Director.

Overtime Provision: Non-Exempt.