

ZONING INSPECTOR - 450

DEFINITION OF WORK

Under regular supervision, enforces the Unified Development Ordinances; performs responsible technical work in investigating zoning complaints, inspecting construction sites, and reviewing permit applications for compliance with ordinances and laws; does related work as required.

EXAMPLES OF WORK

Investigates zoning complaints, determines validity of complaint and takes steps to correct violations; keeps detailed records of zoning investigations; testifies in court and assists in prosecution of cases; makes zoning and sign enforcement surveys of target areas; makes on site inspections of construction sites and monitors improvements to assure compliance with site plans and related ordinances; inspects manufactured home sites for compliance with the zoning ordinance; assists developers, builders, and property owners regarding improvements to property; reviews permit applications for compliance with zoning and related ordinances; issues permits; assigns house numbers; provides zoning information to customers by telephone or in person; assists with Zoning Board of Adjustment.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a high school diploma and some experience in code enforcement or related work.

Knowledge, Skills and Abilities: Knowledge of City/County Unified Development Ordinances; ability to read and interpret site plans and construction drawings; ability to keep detailed records and to prepare reports; ability to establish effective relationships with the public under adverse enforcement conditions.

SPECIAL REQUIREMENTS

Possession of a valid North Carolina driver's license. Possession of or ability to obtain Zoning Official Certification from the North Carolina Association of Zoning Officials.