

TOWN ZONING OFFICER

GENERAL STATEMENT OF DUTIES: Enforces the provisions of a municipal zoning ordinance; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the inspection of new construction, building and property use for compliance with zoning ordinances. Work is performed under the general direction of the Town Board.

EXAMPLES OF WORK: (Illustrative only)

- Interprets the zoning ordinance and issues building permits and certificates of occupancy for buildings which comply with the ordinance;
- Issues trailer permits and makes monthly statements to the census bureau;
- Inspects property from the standpoint of safety and condemns property where required;
- Enforces compliance with zoning ordinances in respect to abandoned farm equipment or junk cars;
- Explains and interprets the requirements of the municipal zoning law to contractors and the general public;
- Investigates complaints of violations;
- Makes reports to the local legislative body on inspections made and permits issued.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of local zoning ordinances; ability to read and interpret building plans and specifications; ability to explain provisions of the zoning ordinances in clear, non-technical terms; ability to establish and maintain cooperative working relationships with public officials, contractors and the general public; tact and courtesy; good powers of observation; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school and two years of experience in building construction work; or any equivalent combination of experience and training.