

ZONING OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This work involves the inspection of new construction and buildings use for compliance with the local zoning ordinance. The work is routine and is performed independent of immediate supervision. General policy is laid down by the Town Board. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Interprets the zoning ordinance and issues building permits and certificates of occupancy which comply with the zoning ordinances; Inspects buildings use for compliance with zoning ordinances; Explains and interprets the requirements of the town zoning law to contractors and the general public; Inspects new construction for compliance with zoning ordinance; Supervises the inspection of septic tanks and laterals during construction to assure proper installation; Supervises the inspection of multiple residences to assure compliance with the Multiple Residence Law and local licensing ordinances.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the local zoning ordinances; Good knowledge of methods and procedures of installation of septic tanks and laterals; Good knowledge of the provisions of the multiple residence laws; Ability to establish and maintain cooperative relations with the public, contractors and public officials; Ability to read plans and specifications; Courtesy; Firmness; Tact; Good judgment; Good powers of observation; Good physical condition.

MINIMUM QUALIFICATIONS: (1) Three years of satisfactory experience as a contractor or mechanic in one of the building trades, and (2) graduation from a standard high school; or (3) any equivalent combination of experience and training sufficient to indicate ability to do the work.

Adopted 11/2/77