



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Zoning Inspector**
Jurisdictional Class: Competitive (Full-Time)
Non-Competitive (Part-Time)
Civil Division: Towns & Villages
Adoption: CSM 5/20/78
Revised: CSM 1/18/02, 7/17/14, 1/9/19

DISTINGUISHING FEATURES OF THE CLASS:

Enforces the provisions of a municipal zoning ordinance. This work involves responsibility for the inspection of new construction and building and property use to secure compliance with local zoning ordinances. The work is performed under the general direction of a Town or Village Board with leeway allowed for exercise of independent judgment in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Inspects new construction for compliance with the zoning law;
Interprets the zoning ordinance and issues building permits and certificates of occupancy for buildings that comply with the ordinance;
Issues trailer permits and enforces zoning ordinances in respect to trailers and prepares monthly statements to local legislative body;
Enforces compliance with zoning ordinances in respect to abandoned farm equipment, junk cars or junkyard operation;
Explains and interprets the requirements of the municipal zoning ordinances to contractors and the general public;
Inspects property from the standpoint of safety to determine compliance with ordinances;
Informs the local legislative body of persons failing to comply with local ordinances to facilitate legal action where needed;
Investigates complaints of violations;
Checks plans and specifications submitted by builders or owners and issues permits for construction and alteration;
Makes reports to the local legislative body on inspections made and permits issued;
Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

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;
Mechanical aptitude;
Good powers of observation;
Good physical condition.

MINIMUM QUALIFICATIONS:

2 years of experience in one of the *recognized trades involved in building construction work.

TOWN OF FLEMING QUALIFICATIONS:

- A. Two (2) years of experience in one of the recognized trades involved in building construction work; OR
- B. Any equivalent combination of experience and training as defined in (A) above.

NOTE: *Recognized trades are defined as building construction work, carpentry, plumbing, electrical or related trade.