

ZONING OFFICER JOB DESCRIPTION

Reports To: Town Manager
Status: Hourly non-exempt

JOB SUMMARY:

The responsibility of the Zoning Officer is specialized technical work in the enforcement of zoning and other land use codes.

Work involves providing information, conducting field inspections for code compliance, issuing citations, referring to zoning maps and plats, researching property legal information and technical work regarding the Town of Edinburgh's Zoning Codes, Comprehensive Plan, land uses and related municipal ordinances, and policies. This position serves the Board of Zoning Appeals, and Planning Commission by investigating, analyzing, and providing recommendations both in written reports and public presentations for all petitions for property development and variances requiring public hearings.

ESSENTIAL JOB FUNCTIONS AND DUTIES: include the following; other duties may be assigned

- Respond to inquiries from architects, attorneys, real estate personnel, building contractors and general public regarding land usage, zoning codes and related ordinances.
- Assist the public by providing information for all applicable zoning provisions and procedures, explain in common terms complex zoning regulations and processes, and provide referrals to the proper agencies.
- Perform plan review of residential and commercial/industrial construction project applications to determine compliance with applicable zoning provisions pursuant to the Town's Zoning Ordinances, Zoning Districts and in conformity to the Comprehensive Plan
- Provide technical zoning code information and recommendations to Town Council, Board of Zoning Appeals, Planning Commission, and the general public.
- Prepare and present zoning cases to the Plan Commission & Board of Zoning Appeals during public hearings.
- Conduct field investigation to determine compliance of properties with Zoning Codes and issues notices of violations or citations for non-compliance.
- Investigate complaints of alleged violations to Town Zoning and nuisance regulations, documenting findings, with written and photographic records.
- Prepare violation notices and abatement orders for any property found in violation of the Town's Zoning Ordinances and mediate correction of violations. Communicate with property owners and complainants concerning violations or allegations.
- Maintain complete and accurate official records of all investigations and activities, including complaints of violations, photographs of violations and all action taken.
- Conduct factual research and negotiate maintenance on delinquent and abandoned properties and unsafe buildings

- Evaluate land use proposals to ensure compliance with applicable State or Federal laws. Review for approval all development permits, sign permits, subdivision plats, boundary line adjustments, and minor land development proposals.
- Evaluate environmental information (including Floodplain) and recommend mitigation measures to reduce adverse impacts of development.
- Serve when needed as a member of a planning task force composed of Town/City, County or State groups.
- Serve as a member of various staff committees as assigned.
- Perform other duties as assigned to assist the Planning Department and the Town of Edinburgh.

WORKING CONDITIONS:

Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Holidays, Paid-time-off (PTO) and overtime policies are detailed in the Town's Personnel Policy.

Job is generally performed in a climate-controlled, smoke-free, drug-free office environment with frequent exposure to extreme weather conditions while outdoors conducting inspections, and site violation investigations. Position may require the following abilities: Sit for extended periods of time; ability to stand, walk, bend, lift, carry, push, pull or otherwise move items weighing up to 25 pounds; seeing, speaking, and hearing necessary to issue and follow oral and written instructions; ability to work under pressure in meeting deadlines; using hand(s) for simple or firm grasping, typing, fine finger manipulation, reading a computer screen. This position requires frequent on-site inspections including in unimproved and off-road areas.

(Mental and physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to meet these demands.)

QUALIFICATIONS:

- Associate degree from an accredited college or university preferred, or equivalent experience in code enforcement.
- Must possess and retain a valid Indiana driver's license and be insurable through the Town's insurance carrier.
- Possess high degree of computer literacy including proficiency with Microsoft Word, Excel, PowerPoint, and GIS mapping software.
- Excellent public speaking and public relations skills, including ability to deal with persons under adverse conditions.
- Must possess a thorough knowledge of zoning laws and code enforcement concepts.
- Ability to interpret and understand all aspects of the Town Ordinances, Zoning Codes, policies and procedures and nuisance regulations.
- Understand basic residential, commercial and industrial construction practices.

- Ability to read and understand site plans, survey plats and construction drawings, floodplain maps, as well as other types of maps and development plans.
- Ability to conduct complex research and prepare thorough reports.
- Ability to analyze issues and render difficult recommendations or decisions.
- Ability to communicate effectively, both in writing and verbally.
- Ability to establish and maintain cordial and effective working relationships.
- Possess strong organizational skills
- Dependability and punctuality in attendance
- Ability to set forth positive professional image

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the Town of Edinburgh and employee and is subject to change by the Town as the needs of the employer and requirements of the job change.