

GENESEE COUNTY

ZONING ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is important inspection work involving responsibility for examining building plans and building construction to determine compliance with the zoning ordinance, and for issuing zoning permits. In some jurisdictions, the Zoning Enforcement Officer may process the necessary paperwork for the issuance of Building Permits and Certificates of Occupancy, after approval has been granted by the Code Enforcement Office, Building Inspector, or other qualified firm or individual with which the municipality has contracted with for building inspections for compliance with the New York State Uniform Fire Prevention and Building Code. The work is performed under the general direction of the local legislative body or a higher level administrator, allowing considerable leeway for the exercise of independent judgment. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Reviews new building plans and confers with owners, contractors and other interested parties to determine compliance with zoning ordinance;
Inspects in progress and completed construction to determine compliance with zoning ordinance or law;
May process building permits for new construction and for alteration of existing structures;
Prepares recommendations regarding amendments to zoning ordinances and issuance of zoning variances;
Maintains records of new construction, building permits and zoning variances issued and fees received;
Prepares a variety of reports regarding new construction, zoning enforcement activities and zoning violations.

The above examples of duties are intended only as illustrations of the various types of work 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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Good knowledge of the municipal zoning ordinance and related regulations and procedures; working knowledge of principles and practices of municipal zoning regulations; ability to read and interpret engineering plans and specifications; ability to plan and supervise the work of others; ability to follow complex oral and written directions; tact in dealing with the public; good physical condition commensurate with the demands of the job.

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MINIMUM QUALIFICATIONS:

EITHER:

- A. Completion of two (2) years of post-high school education with major coursework in construction technology, drafting, real-estate, or a related field;

OR:

- B. Possession of a high school diploma or an equivalency diploma recognized by the NYS Department of Education **AND** two (2) years of experience in an occupation which indicates a successful ability to read and compare written material and drawings with established criteria, specifications, codes, regulations, etc.;

OR:

- C. Six (6) years of experience as stated in "B" above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

P.T. Non-Competitive Class

Revised 12/1/75, 3/27/84, 3/18/85, 6/25/85, 11/18/88, 9/26/89, 11/17/23