



Job Title	Land Use Inspector	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	4	Job Code	15085

Class Specification – Land Use Inspector

Summary Statement:	
The purpose of this position is to investigate complaints, conduct enforcement, and converse with citizens, consultants, developers, and property owners regarding compliance with existing land use regulations, development plans, and the City's zoning codes.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Responds to citizen and business complaints of zoning violations; researches and investigates allegations. Contacts and works with the violators to bring the property into compliance with zoning ordinances.
25%	Prepares documentation on land use inspection operations and activities including violation letters, notice and orders, re-inspection invoicing, and reports; prepares related correspondence for violation letters, notice and orders, and re-inspection invoicing; and maintains a variety of files and records.
10%	Administers, enforces, and contacts business and property owners regarding sign complaints and violations not in compliance with City ordinances; and answers inquiries from the public.
10%	Interprets and explains City policies and procedures related to the City's zoning code.
5%	Works with neighborhoods, community organizations, and business organizations on proactive outreach and educational programs related to land use violations and voluntary compliance.



Job Title	Land Use Inspector	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	4	Job Code	15085

Competencies Required:

Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports; prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by college level coursework in urban planning, zoning inspection, or a related field.

Experience: One year of full-time planning, zoning administration, or inspection experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certified Zoning Enforcement Officer by the American Association of Code Enforcement

Within 12 months of hire

Certifications required in accordance with standards established by departmental policy.



Job Title	Land Use Inspector	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	4	Job Code	15085

Supervision Exercised:

Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility: This job title has no budgetary responsibility.

Physical Demands: Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office and Outdoors
Extreme Temperature	Several Times per Month
Wetness and Humidity	Several Times per Month
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Several Times per Week
Physical Hazards	Several Times per Week
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: November 2014