

## ZONING CODE ENFORCEMENT OFFICER

Performs responsible professional zoning code enforcement duties for the Town.

### Distinguishing Features of the Class

An employee in this class performs zoning, sign, nuisance, and related enforcement duties for codes and ordinances. Work involves interpreting, applying and explaining ordinances and codes to the public and working with owners to comply with the local rules and regulations. The employee performs field inspections, researches statutes and codes, reviews permits, zoning records, blue prints and site plans and initiates actions on violations as necessary. The role includes issuing citations if necessary to mitigate non-compliance; processing enforcement paperwork; and may require appearance in court cases. The employee is exposed to inside and outside environmental conditions, vicious animals, and irate citizens. Work is performed under regular supervision and is evaluated through conferences, review of assigned projects, and reactions of the public and property owners.

### Duties and Responsibilities

#### Essential Duties and Tasks

Makes on-site inspections of existing development for zoning compliance including landscaping, colors, screening, and related appearance issues; enforces sign ordinances; works with owners on remediation of non-compliance.

Enforces junk vehicle, overgrown lots, and sign ordinances; coordinates with contractors for mowing and cleaning overgrown lots and removal of non-compliant vehicles.

Assists with daily inquiries from the public on interpretation of zoning, flood plain and land use questions; refers technical and precedent setting questions to planners; receives complaints, investigates and enforces compliance.

Inspects and takes appropriate written actions with citizens with nuisance cars on property and overgrown lots.

Communicates with citizens via mail and electronic correspondence, telephone and in person to clarify and address issues; follows up on actions taken and assures that citizens comply with local ordinances.

Investigates issues such as people removing trees, non-complying signs including political signs, noise complaints, and related issues.

Researches laws, regulations and issues utilizing electronic and other records; makes recommendations on changes needed to Town codes and applicable ordinances..

Issues registrations for signs and temporary storage; prepares zoning and variance notices.

Establishes and maintains records of work activities and follow-up actions.

#### Additional Job Duties

Assists planners with a variety of duties and tasks.

Performs related duties as required.

### Recruitment and Selection Guidelines

#### Knowledges, Skills, and Abilities

Considerable knowledge of zoning, nuisance, sign and related codes and ordinances.

Knowledge of horticulture, plants, trees, and installation methods.

Working knowledge of principles and practices of zoning and other code enforcement functions.

Working knowledge of governmental laws, programs, and services related to the code

enforcement processes and procedures.

Knowledge of the application of information technology to work tasks and of general office Zoning Code Enforcement Officer

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technology.

Knowledge of the principles and practices and applicable laws regarding planning, subdivisions, building permits, and development regulation.

Some knowledge of flood plain regulations and their application.

Skill in collaborative conflict resolution and customer service excellence.

Ability to interpret and apply local ordinances, rules, and regulations accurately and consistently with everyone.

Ability to enforce codes and ordinances with tact and firmness.

Ability to communicate effectively in oral and written forms.

Ability to document and complete required records and reports.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stopping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, talking, and hearing.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, operate a motor vehicle, perform field site inspections, and use measurement devices.

#### Desirable Education and Experience

Graduation from a community college with training in horticulture, landscape architecture or related field and related experience; or an equivalent combination of education and experience.

#### Special Requirement

Possession of valid North Carolina driver=s license.

Certified Zoning Officer required within eighteen months of hire.

Shallotte  
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