

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: AF010 Zoning Inspector
POSITION #/TITLE: 0231 Zoning Inspector	Adopted: 07-97
	Revised: 10-15

POSITION DESCRIPTION

Dept: Building Services	Manager Level: Non-Manager
Salary Plan/Description: AFS/AFSCME	Salary Grade: 32
Reports To Position #/Job Code #/JC Title: 2551/NB449/Building Services Housing and Nuisance Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Civil Service Exam, Written Zoning Inspector Code Test
Personal Protective Equipment: None	

General Statement of Duties

Provides inspection services to assure that properties are developed and maintained in conformance with the City's zoning and nuisance ordinances and other related codes, processes complaints with the goal of compliance.

Distinguishing Features of the Class

Works under direction of the Building Services Manager for Housing and Nuisance; performs most tasks independently, with technical guidance as needed from Building Services staff; exercises discretion and judgment within the scope of the position and established guidelines.

Examples of Essential Work (Illustrative Only)

Receives Zoning complaints from citizens, other City departments, and other organizations including SAFE-CR by phone, mail, E-mail, or at public counter and processes complaints;
 Investigates complaints and obtains compliance in zoning violation cases, either by diplomatic persuasion using written violation letters or by necessary legal action;
 Prepares monthly reports regarding the number of Zoning complaints received, closed, and fines generated, and detailed categorization of court case action;
 On occasional basis, will participate in coordinated enforcement sweeps of certain geographical areas with employees of other departments for a comprehensive inspection of several types of City ordinance violation;
 Inspect and enforce requirements of the conditions imposed by the City Planning Commission and Zoning Board of Adjustment as directed by the Zoning Administrator or the Building Services Manager for Housing and Nuisance;
 Assist citizens at the counter, by phone or email in the absence of Development Services Zoning Officers with more routine questions related to developments or the Zoning Ordinance as it pertains to permitting;
 Inform responsible parties of specific violations and serves written notice of actions required to correct violations;

Prepares cases for legal action by gathering data supporting the facts of the case; serving notices to alleged violators, and arranging court dates;
Attends court hearings and meets with property owners and attorneys to assure compliance with Zoning codes;
Prepares and maintains manual and computerized inspections records and reports;
Conducts research into zoning matters;
Coordinates zoning matters with other sections within the Building Services Department or with other State or City departments;
Advises the Building Services Manager and Director in zoning matters;
Coordinates Zoning matters with Zoning Officer for further action on development cases and permitting matters;
Attends meetings pertinent to zoning and departmental matters;
Suggests amendments to improve the zoning regulations or to eliminate faulty provisions;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Knowledge of the procedures and objectives of City zoning;
Knowledge of zoning codes, principles and practices;
Skill in research and investigative methods;
Skill in interpersonal relations as applied to contacts with property owners, landlords, tenants and others, and as applied to technical guidance of co-workers;
Skill in basic typing in order to complete various forms and written notices;
Ability to operate the following equipment and tools: tapes or instruments for measuring distances between buildings and/or lot lines, maps and automobile;
Ability to provide excellent customer service to internal and/or external customers per city and departments standards;
Ability and willingness to take direction and guidance from the Building Services Manager for Housing and Nuisance on a daily basis;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Requires a minimum of two years college or technical school degree; or requires a minimum of two years progressively responsible related experience or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's License.
Ability to obtain one ICC Certification as a Zoning Inspector or Property Maintenance and Housing Inspector within One (1) year of appointment.
Shall maintain all certification as directed.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to make field inspections;

Sufficient manual dexterity, which permits the employee to make field inspections;

Sufficient personal mobility, which permits the employee to visit various work areas and a wide variety of construction sites in the City to perform inspections where work is being done.