



Zoning and Building Technician

DEFINITION

Under direction, conduct zoning, housing, and code enforcement; perform building inspection in specified areas; issue home occupation permits, business licenses, special permits, and conditional use permits; perform zoning reviews and minor site plan reviews; and provide information as requested.

SUPERVISION RECEIVED

Reports to the Director of Community Development.

SUPERVISION EXERCISED

May exercise technical and functional supervision over administrative level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May perform building inspections of concrete and service connections under the supervision of the building official or building inspector.

May process and input data for building permits and other data as assigned.

Receive, record, and investigate complaints from the public and staff regarding violations of municipal codes, ordinances, standards, and health and safety regulations; document violations by securing photographs and other pertinent data; research ownership records, prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.

Review, process, and issue, as needed, home occupation permits, business licenses, temporary use permits, conditional use permits, and certificates of occupancy.

Assist in the abatement of public nuisances such as vacant structures, abandoned vehicles, signs, and property maintenance.

Assist in reviewing various zoning and subdivision applications.

Review and revise zoning and subdivision ordinance text amendments.

May prepare information for Planning and Zoning Committee staff reports.

Assist in field research for a variety of planning issues.

Review and make recommendations on zoning and permit applications, site plans, and

architectural designs; ensure that development proposals conform to the City Comprehensive Plan and other applicable plans and regulations.

Research and review building and development projects for plan completeness and ordinance compliance; coordinate project review with other City departments or outside entities; interact with the general public for plan and code implementation and general questions, enforcing City regulations and policies, reviewing site plans for compliance with planning related regulations, performing on-site reviews and inspections, and preparing special projects and reports for the department.

Provide technical assistance to customers as needed.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

Knowledge of:

Principles, practices, methods, and techniques of code violation investigation and enforcement.

Methods and procedures used in code compliance including citation issuance procedures, criminal, civil, and administrative remedies, methods used to obtain various types of inspection warrants, and principles used to prepare legal documents.

Principles and techniques of various aspects of building inspection.

Zoning code requirements for development approvals.

Site plan requirements for zoning reviews.

Federal, state, and local building codes, ordinances, and regulations relating to zoning and building construction.

Processes and procedures for issuance of home occupation permits, business licenses, temporary use permits, conditional use permits, and certificates of occupancy.

Modern office practices, methods, and computer equipment.

Principles and practices used in dealing with the public.

Principles of recordkeeping, case management, and reporting.

Basic site design principles.

Basic mathematical principles.

English usage, spelling, vocabulary, grammar, and punctuation.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Perform building inspection duties as assigned.

Analyze, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including International Building Codes, zoning ordinances, and City Comprehensive Plan.

Read, interpret, and apply a variety of technical information from reports, maps, plans, specifications, drawings, layouts, blueprints, schematics, and legal descriptions.

Read, interpret, and understand building permit plans, site plans, subdivision plats, specifications, codes, and regulations.

Respond to inquiries, complaints, and requests for zoning, subdivision, and building information.

Enforce necessary regulations.

Perform mathematical computations quickly and accurately.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Respond to complaints or inquiries from citizens, staff, and outside organizations.

MINIMUM QUALIFICATIONS

Experience:

Six years of building construction, code enforcement, and/or permit issuing experience.

Education/Training:

Associate of Arts degree in construction, geography, business, or related field.

License or Certificate:

Possession of Property Maintenance and Housing Inspector certification through the I.C.C.

Possession of Permit Technician certification through the I.C.C.

Possession of Zoning Inspector certification through the I.C.C.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of certification as a Residential Building Inspector by the I.C.C is desirable.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to sit, stand, walk, kneel, stoop, crawl, twist, climb, and lift 50 lbs.; exposure to heat, cold, outdoors, confining work space, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective date: June 19, 2007

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