

Code: 2610

Title: FIELD ZONING INSPECTOR

SUMMARY: Conducts field inspections in urban and rural areas, issues citations and presides at public and court hearings and is distinguished from the Zoning Inspector, which has responsibility to review and approve permit applications and issue permits. It is distinguished from all other Inspector classifications by its specialization in zoning enforcement.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Inspects sites for conformance with Zoning Code requirements;
Issues zoning violation citations and zoning related stop orders or work orders in accordance with the established methods and procedures under the Zoning Ordinance;
Investigates cases involving zoning changes, zoning variances or violations of the Zoning Code and initiates contact with reported violators;
Makes field inspections, takes photographs, takes notes of site condition, draws rough sketches of site, documents evidence and gives testimony in court and/or hearings;
Documents inspections by writing reports and initiating notice to violators explaining the terms to achieve compliance;
Inspects businesses for zoning compliance when requested by various State licensing agencies;
Reviews deeds and legal descriptions and verifies information using software such as Geographic Information System (GIS) and AutoCad;
Posts notices of public hearings;
Performs field checks to determine conformance with conditions of rezoning, development plans, subdivision plats, permits and special use permits;
Performs research of complaints using computer software, such as Automated Permitting Systems, GIS, AutoCad and databases;
Maintains records of inspection activities and submits written and oral reports on results of investigation findings;
Creates and updates case files and maintains long term case management from initial contact through legal resolution;
Answers questions regarding the status of zoning violation cases and provides the general public technical information pertaining to zoning and land use;
Interacts with the County Attorney's Office and other County and State agencies on the resolution of zoning matters;
Acts as prosecutorial agent at hearings and assists attorneys in case preparation and testifies in proceedings;
Prepares documentation and presents cases in Justice and Superior Court and at hearings on zoning issues;
Works closely with the public to resolve zoning violations in a sometimes-hostile environment;
Works closely with other divisions and departments to resolve issues outside of the Zoning Code;
Familiarizes office personnel in the functions and laws pertaining to zoning;
Conducts detailed research of computer records, databases and archives to determine permit and property use histories, property ownership, responsible parties and legal contacts;
Studies maps, legal descriptions and other records to determine correctness of information on applications;
Reviews plan specifications and technical materials to determine compliance with zoning codes.

KNOWLEDGE & SKILLS:

Knowledge of:

- Zoning Ordinance and other applicable laws, rules and regulations;
- criminal and civil laws pertaining to zoning;
- analytical and investigative methods and procedures;
- building construction and methods of land description;
- preparation and processing of building and zoning permit applications and variance applications;
- principles and practices of zoning activities;

- research techniques and sources of information related to zoning;
- permit applications and site plan preparation;
- recognizing zoning violations and problem resolution;
- computer applications such as GIS and AutoCad.

Skill in:

- answering complex zoning questions by interpreting, applying and enforcing the Zoning Ordinance firmly, tactfully and impartially;
- maintaining effective working relationships with others;
- communicating effectively, preparing written and oral reports;
- conducting research, investigations and site inspections and in preparing detailed records for use in legal procedures;
- collecting information, preserving evidence and case management;
- preparing cases for hearings and testifying in Superior Court;
- assisting with the inspection of building sites to ensure compliance with zoning;
- general computer skills;
- ability to perform in hostile or adversarial situations;
- mediation and crisis resolution.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in urban or regional planning, geography, public administration, political science, hydrology, geology, business administration or a related field as defined by the Appointing Authority.

OR

(2) Two years of experience as a Planning Technician, Addressing Technician, Zoning Inspection Technician with Pima County or in another jurisdiction.

OR

(3) Four years of experience in the enforcement of laws, rules, regulations or codes, such as law enforcement officer or investigator, or insurance adjuster.

OTHER REQUIREMENTS:

Licenses and Certificates: A valid Arizona Class D Driver's License may be required at the time of appointment. Some positions in this classification must obtain/maintain, as a condition of continued employment, the American Association of Code Enforcement (AACE) Certified Code Enforcement Officer certification within one year of hire/entry into classification. Failure to obtain/maintain the required certification shall be grounds for employment termination.

Physical/Sensory Requirements: Some positions are required to work outdoors in extremes of heat, cold, humidity, windy and dusty conditions. Any additional physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.