

JOB DESCRIPTION

ZONING/ NUISANCE INSPECTOR COMMUNITY DEVELOPMENT

GRADE CLASSIFICATION:

Grade: 10

Starting Salary: Hourly: \$15.60 to \$20.60

Annual Estimate: \$32,360 to \$42,860

FLSA: Full-time, Non-Exempt

EMPLOYEE BENEFITS:

Family health and dental insurance plan; life insurance; Custom Benefit Plan; eleven (11) paid holidays; one (1) personal holiday and two (2) weeks vacation per year; twelve (12) sick days a year; and shift differential pay.

GENERAL PURPOSE:

Ensures compliance and enforcement of the current zoning and nuisance regulations, working directly with residents, property owners, and the Director of Community Development/Building Codes Administrator. Coordinates with a number of other City departments to ensure coordination of related land-use and nuisance issues.

SUPERVISION RECEIVED:

Work is performed independently but is reviewed by the Director of Community Development for program effectiveness and conformance with established policies through review of records, reports, and reactions from the public.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES & RESPONSIBILITIES:

Physically examines all areas of the City to determine compliance with codes and regulation standards for zoning, subdivision, and nuisances. This includes consulting the file/registry of existing violation reports for revisits to verify that all corrective actions have taken place at the end of the violation or appeal period, prior to filing lawsuits, and prior to consent judgment. Prepares forms and letters advising property owners and tenants of possible and existing violations/abandoned properties and coordinates to ensure deficiencies are corrected. Receives, reviews, and responds on all submitted witness reports or complaints within seven days of their receipt. Prepares petitions to be filed with the City Council or City Prosecutor for property owners who have failed to correct violation deficiencies. Accurately explains the requirements of the City Code as needed. Performs other duties as required or assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

Associates degree. Two years related experience and/or training or equivalent combination of education and experience. Law enforcement or building construction experience is desirable.

Necessary Knowledge, Skills and Abilities:

Knowledge or experience in residential construction preferred. Ability to read, analyze, and interpret City Code, technical procedures, and governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from a diverse community including citizens, property managers, contractors, and developers. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rates, ratio, and percentages. Ability to draw and interpret graphs and

charts. Ability to accomplish a variety of tasks in an efficient and organized manner. Strong conflict resolution skills are vital.

SPECIAL REQUIREMENTS:

Missouri Driver's License; Class F.

TOOLS AND EQUIPMENT USED:

Hardware

Calculator, computer (personal and mainframe), standard office equipment, overhead projector, miscellaneous tools (for minor office assembly and repair), digital camera, television, typewriter, video cassette recorder, camcorder, and telephone.

Software

Office 2016 (Word, Excel, Access, Power point, Publisher, Outlook)

PHYSICAL DEMANDS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is generally required to stand; walk; use hands to finger, feel, or operate objects, and reach with hands and arms. The employee is generally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works both inside and outside environmental conditions. Seasonally subject to extreme cold (temperature below 32 degrees for period of more than one hour) and extreme heat (temperature above 100 degrees for period of more than one hour). The employee may work near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, and vibration. The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; and job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and the requirements of the job change.

Provide resume with application to Community Development, Rolla City Hall, at 901 N. Elm St., Rolla, MO 65401

or online at www.rollacity.org

AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYER COMPLIES WITH ALL A.D.A. REQUIREMENTS