



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Codes Inspector I: Zoning Technician	DEPARTMENT: Community Development Department- Planning & Zoning Division
IMMEDIATE SUPERVISOR: Senior Planner	GRADE/RANK: Grade 11
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Interprets and enforces the City's zoning ordinance. Provides answers to inquiries from the general public, the City's commercial community, and project developers. Work is performed under general supervision by the Zoning Administrator.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Conducts pre-application meetings with applicants and design professionals to review proposed projects and offer guidance regarding ordinances, standards, and City procedures;
- Reviews plans for compliance;
- Conducts site inspections and work with field personnel to ensure projects under construction are being completed per approved plans.
- Works on joint investigations with building inspectors and property maintenance inspectors;
- Takes action as necessary to obtain code compliance in cases where code violations are discovered;
- Serves as staff liaison for the Staunton Historic Preservation Commission;
- Gives information to builders and others regarding zoning regulations;
- Answers questions from private citizens, contractors, and builders that relate to the codes;
- Makes reports and keeps inspection records and;
- Performs related tasks as required.

DISTINGUISHING FEATURES OF THE POSITION:

Must have a valid VA Driver's License with a good driving record. Must be able to work in adverse weather conditions including cold, heat, rain and snow.

KNOWLEDGE, SKILLS AND ABILITIES:

Has knowledge of City of Staunton Zoning Code and Staunton's historic districts, the Secretary of the Interior's Standards for Rehabilitation and New Construction, and Staunton's Historic District Design Guidelines. Has the demonstrated ability to read and interpret site plans and plats and to interpret and apply city codes to ensure compliance. Has the ability to: work independently and resolve problems; contact building owners, contractors and the public and establish and maintain effective working relationships and; accurately document and transmit findings of inspections and investigations.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable experience in zoning and land use. Certified Virginia Zoning Official preferred, but not required.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is active work requiring the exertion of light amount of force to move objects up to 10 pounds of force frequently and some light work requiring the exertion of up to 20 pounds of force occasionally. Work requires considerable walking on various types of terrain and rough graded construction sites and getting in and out of vehicles. Work requires stooping, reaching, fingering, grasping and performs repetitive motions; typing/word processing requires the ability to perform repetitive tasks involving fine motor skills. Vocal communication is required for expressing or exchanging information and instructions by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operate of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the work may be subject to adverse environmental conditions, including dust, water, mud and construction debris.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position does not have supervisory responsibilities.

EXAMPLES OF EXPECTED DECISION MAKING:

Position is responsible for decisions in determining plans and specifications meet local zoning regulations. Must meet, communicate, and negotiate with owners, design professionals, contractors and other officials concerning codes and their interpretation and application.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Codes Inspector I will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Community & Economic Development and Chief Human Resources Officer

Revised Date: 2019