



Town of Oro Valley Classification Description

Title: **ZONING INSPECTION TECHNICIAN**

Job Code: 2195

FLSA Status: Non-Exempt

Department: Community & Economic Dev.

Salary Grade: 108

POSITION SUMMARY:

Under close supervision of the Zoning Program Supervisor, performs site and sign inspections, provides customer service on zoning information, and reviews permit applications and construction documents for compliance with local zoning ordinances and building codes.

ESSENTIAL JOB FUNCTIONS:

- A. Inspects sites/buildings for conformance with yard requirements, lot coverage, stipulations on permits and plats and other building and zoning regulations.
- B. Investigates cases involving zoning changes, zoning variances or violations of the Zoning Code.
- C. Documents investigations of violations by noticing violators, explaining what must be done to achieve compliance, by contacting complainants to indicate resolution, and by preparing materials for court hearings.
- D. Posts notices of public hearings and zoning related stop orders or work orders.
- E. Assists in the staff review of native plant salvage plans and inspections for compliance with these plans, landscape plans, and the Code.
- F. Assists the public in preparing variance applications and in processing variance applications to the Board of Adjustment.
- G. Under direction of supervisor, reviews, prepares and presents staff recommendations on architectural proposals, variance requests, and related land use and development codes; performs field inspections and advises applicants as necessary.
- H. Assists in the preparation of zoning code amendments, special plans and other planning projects.
- I. Maintains records of inspection activities and submits written and verbal reports on results of findings of investigations.
- J. Researches floodplain status for properties.
- K. Provides basic public zoning information either by phone or at the counter.
- L. Provides instruction to public on requirements for issuance of a building permit.
- M. Writes and issues permits in accordance with the established methods and procedures under the Zoning Code.
- N. Screens permit applications and construction documents for completeness before processing.
- O. Reviews, approves and issues permits over the counter of a minor or miscellaneous nature.

- P. Maintains appropriate files, records, reports, logs and inventories.
- Q. Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Math, English and spelling.
- Related computer programs (word processing, spreadsheets, relational databases, etc.).
- Regulations, policies, procedures and services of the Planning and Zoning Department.
- Ability to make decisions and work independently, demonstrate communication skills, follow instructions and organize work.
- The principles and practices of zoning activities and building construction.
- The preparation and processing of permit applications and variance applications.
- Mapping, video and graphics tools and programs to create professional products. Experience with ESRI or similar GIS programs preferred.

Ability to:

- Read, interpret, and evaluate site plans and blue prints.
- Enforce the Building and Zoning Code firmly, tactfully and impartially.
- Develop a thorough knowledge of the Building and Zoning Codes and other development regulations and use these to assist developers and the public.
- Answer multi-line phones in an efficient and professional manner.
- Assist in the conduct of thorough investigations and inspections, and in preparation of detailed and adequate records for use in legal procedures.
- Provide professional customer service and effective written and verbal communication.

MINIMUM QUALIFICATIONS:

- High school diploma, associate's degree preferred; and
- One year of work experience in planning, zoning, or related field; or
- Any combination of experience and training to successfully fulfill the required knowledge, skills and abilities.
- A valid Arizona driver's license is required at time of appointment.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an outdoor and indoor environment.
- Must be able to traverse sloped, or rocky terrain to inspect or post sites.