

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ZONING OFFICIAL

PURPOSE OF CLASSIFICATION

The purpose of this job is to perform supervisory and specialized work associated with supervising activities of the Zoning Enforcement divisions and administering legal coordination of zoning ordinances, housing codes, and building codes. Duties and responsibilities include supervising field inspections, performing field inspections, and ensuring compliance and enforcement of Rutherford County Zoning Resolution. Reports to Building Codes Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Interprets, administers, and enforces provisions of the county's zoning resolution and related codes/resolutions to promote health, safety, and welfare within the county; advises personnel on interpretation and enforcement of regulatory codes; initiates any actions necessary to correct deviations or violations.

Conducts systematic investigations of complaints regarding zoning regulations; responds to complaints from the public or county personnel regarding potential violations; interviews complainants/witnesses and takes statements; gathers information and evidence; inspects properties to determine existence of violations; identifies deviations from regulatory codes.

Conducts research as needed; consults zoning resolution and other codes/regulations to determine particular ordinances being violated or whether an activity is allowed.

Issues correction notices or letters of non-conforming use citing specific violations; presents or forwards notices to property owners, tenants, or other persons responsible for violations; provides notice of timeframe for abatement and possible procedures for correction.

Performs follow-up site visits to determine whether properties have come into compliance; identifies non-compliant properties.

Maintains deputy badge; issues citations as necessary; prepares written orders citing person charged and offense charged with proper code citation.

Takes bids on demolishing substandard dwelling. Does demo orders, inspects, file lien.

Takes bids on grass cutting, inspects, file lien.

Rutherford County, Tennessee • Zoning Official

Does all releases on liens.

Consults with Building Codes Official, County Attorney, and other officials to review division operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; works with County Attorney regarding legal administration of land use laws.

Supervises Zoning Examining Division activities; plans and directs activities of zoning inspection staff; reviews/evaluates field work and makes recommendations for improvements; reviews plans and specifications approved by zoning inspection staff; inspects sign permits and use/occupancy permits to verify compliance with codes; reviews/evaluates reports on all zoning inspections.

Administers legal coordination of building codes and county codes pertaining to zoning, signage, housing, construction standards, buildings, and related systems; researches legal information pertaining to zoning law, property title, legal case, zoning history, special projects, and other issues; consults zoning resolution and other codes/regulations to determine particular ordinances being violated or whether an activity is allowed; recommends new/revised regulations to achieve conformity of code regulations.

Certifies permit inspections for zoning compliance and use/occupancy approvals.

Responds to general complaints including code requirements; provides information and technical assistance concerning ordinance/code interpretation, compliance, zoning and land use information, and related issues; meets with property owners and contractors on matters relating to zoning inspections; recommends solutions to problems; responds to questions or complaints concerning violations; resolves conflicts arising from code interpretation, issuance of citations or violation notices, and related issues.

Conducts investigations involving more serious zoning complaints or more serious property division questions; assists personnel with complicated problems; interviews complainants/witnesses and takes statements; gathers information and evidence; inspects properties to determine existence of violations; identifies deviations from regulatory codes.

Oversees issuance of correction notices, letters of non-conforming use, or citations as appropriate for specific violations; oversees staff participation in court proceedings as necessary.

Makes budget recommendations for materials and equipment for the Zoning Enforcement Division.

Prepares or completes various forms, reports, correspondence, logs, citations, notices, statements, case documentation, budget recommendations, performance evaluations, or other documents.

Receives various forms, reports, correspondence, budget reports, permits, complaints, notices, citations, statements, case documentation, plans, specifications, plats, surveys, codes, resolutions, policies, procedures, maps, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, or other software programs.

Maintains records of complaints, inspections, and other department activities.

Represents both Building Codes Department and Zoning Department in all legal prosecution in the General Sessions Court system of Rutherford County.

Communicates with supervisor, employees, other departments, county officials, property owners, tenants, complainants, court personnel, community organizations, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Promotes positive public relations; educates the public on zoning and land use laws.

Attends various departmental and community meetings; serves on committees.

Maintains a comprehensive, current knowledge and awareness of zoning resolutions, land use laws, property laws, search/seizure procedures, building codes, and other applicable codes, resolutions, rules, regulations, policies and procedures; reads professional literature; maintains professional affiliations; attends classes, workshops, and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct inspections or other work activities.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree or Vocational/Technical degree with training emphasis in planning, zoning, code enforcement, construction, or related field; supplemented by three (3) years previous experience and/or training that includes progressively responsible experience involving zoning, building codes, land division, land use, permitting, codes enforcement, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain ICC Zoning & Property Standards Inspector certification within one (1) year of employment, and maintain valid certification thereafter. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (15-30 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature extremes, electric currents, traffic hazards, or bright/dim light, and mold.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 2

2. SITTING

Estimated Total Hours: 5

3. LIFTING/CARRYING

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs			X		
11-25 lbs					X
26-50 lbs					X
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

4. PUSHING/PULLING

Objects: Filing cabinet drawers

5. BENDING/SQUATTING/KNEELING

Tasks: Filing

Frequency: Weekly

6. REACHING

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"		X		
21-36"				

7. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>50</u> % of time
Outside	<u>50</u> % of time

8. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping		X
General Cleaning	X	
Handling Trash	X	

9. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Daily
Grasp	X		Daily
Fine Motor i.e: writing, twisting hands or wrist, etc	X		

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date