

CLASS TITLE: Field Inspector/Zoning and Property Standards Enforcement

DEFINITION:

This is a mid level position within the Department of Technical and Community Services dealing with Zoning and property standards (Nuisance) enforcement. The Field Inspector works under the direction of the Director of the Technical and Community Services Department and will work closely with staff, including the Zoning Inspector, on verification of zoning issues and code violations.

EXAMPLES OF WORK: (Examples are illustrative only)

- Investigates alleged violations of the zoning and nuisance ordinance, chooses proper response and follows through to the conclusion of the case, including representing the Department in court.
- Keeps a computerized data base and files relating to cases. Composes certain data base reports as required.
- Prepares and issues citations in coordination with other office staff.
- Answers telephone and mail questions and deals with public complaints.
- Confers with the Director and Zoning Inspector on ordinance interpretation.
- Attends meeting of the Board of Appeals, building and Plumbing Codes Boards and others as deemed necessary.
- Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of the County.
- Ability to deal with diverse public attitudes.
- Ability to communicate clearly under less than ideal conditions.
- Have basic computer skills and a general knowledge of office procedures.
- Ability to read maps and plats, as well as comprehensive skills related to ordinance use and interpretation.
- Be able to take minimal directions and be self motivated so as to produce results.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

- High school graduate or equivalent with one year of experience involving planning, zoning or other code enforcement.

REQUIRED LICENSES AND CERTIFICATES:

- Maryland Class C Drivers License in good standing

ADDITIONAL DESIRABLE QUALIFICATIONS:

- Related technical background or education involving planning, zoning or other code enforcement.

ADOPTED:5/12/04

GRADE: 7