



City of North Charleston

Vacancy Notice

Position: Zoning Inspector

Department: Planning and Zoning

Pay Grade: 110 (\$43,880 – \$65,820)

GENERAL STATEMENT OF POSITION

The purpose of this position is to perform residential and commercial zoning inspections for compliance with the Zoning Ordinance. Work involves reviewing building permit and business license applications. Employee performs technical and plan review work. Performs related work as necessary and as directed. **Full job description attached.*

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires Bachelor's Degree in Planning, Community Development or related field or two (2) years of experience commensurate with an education in planning, construction, engineering, permitting, zoning or a closely related field; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Posted: 03/04/2024

Deadline: Until Filled

Finisha I. Bennett, SHRM-SCP, IPMA, MA, MJ
Deputy Director – Human Resources

City of North Charleston
South Carolina

An Equal Opportunity Employer

Job Title:	ZONING INSPECTOR		Job Code:	115
Core Comp Group	ADMINISTRATIVE		FLSA:	NON-EXEMPT
Pay Grade:	110			
Effective Date	02/10/2022	Revision A: Risk	M. COLE 02/10/2022	
Revision B:		Revision C:		
FOR DEPARTMENTAL/OFFICE USE ONLY				
Dept.	Planning and Zoning		Dept. #	451
Location:	City Hall Building		EM Status:	
Reports To:	Zoning Inspector Supervisor			

Summary Objective

The purpose of this position is to perform residential and commercial zoning inspections for compliance with the Zoning Ordinance. Work involves reviewing building permit and business license applications. Employee performs technical and plan review work. Performs related work as necessary and as directed.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Reviews building permit and business license applications for compliance with applicable zoning regulations.
- Conduct technical field and site inspections to determine the compliance status of residential, commercial and industrial buildings with the zoning ordinance and other applicable codes. Respond to complaints regarding reports of zoning code violations.
- Draft and develop correspondence to applicants, contact applicants to receive additional information.
- Review case files with the City Attorney for prosecution.
- Determine and enforce code violations.
- Inspect construction to ensure that any zoning conditions are being met including materials, colors and locations.
- Prepares or completes various forms, reports, correspondence, policies, procedures, outlines, guides, and technical reports.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

Knowledge, Skills and Abilities

- Knowledge of the methods, procedures, and policies, as it pertains to the performance of the essential functions of the position and working knowledge of principles and practices of performing clerical and technical work in reviewing and approving applicable permits.
- Knowledge of City ordinances, State Code, regulations, standards, practices, programs, goals, policies and procedures of the department pertaining to the specific duties of the Zoning Inspector and the use of land and the Comprehensive plan.
- Excellent communication with others, both orally and in writing, using technical and nontechnical language, including planning, community development, economics, budgeting, etc.
- Knowledgeable in the geographic layout of the City.

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

ZONING INSPECTOR

- Ability to investigate zoning incidents and how to prepare proper documentation for presentation to supervisor.
- Ability to monitor statistical data, maintain computer databases of incident and inspection data.
- Ability to inspect buildings, signs, fence permits, certificates of zoning, etc.
- Ability to operate and utilize computer-aided software programs in the performance of daily activities.
- Ability in gathering field information for verification of data.
- Skill in using judgment and discretion in carrying out duties and responsibilities.
- Ability to exercise tact and courtesy in contact with landowners, developers, governmental officials and the general public
- Prepare presentations and present to City Council and the general public.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

Minimum Education and Experience Requirements

Requires Bachelor's Degree in Planning, Community Development or related field or two (2) years of experience commensurate with an education in planning, construction, engineering, permitting, zoning or a closely related field; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Tasks require the ability to exert light physical effort in light work, but which may involve the lifting, carrying, pushing and/or pulling of objects or materials of light weight and sometimes heavier weight. Tasks may require extended periods of time at a keyboard or workstation. Occasionally performs field work which may involve walking, standing, bending, crouching, reaching, stooping, climbing, etc.

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.

Special Certifications and Licenses

- Valid South Carolina Driver's License

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ZONING INSPECTOR

Americans with Disabilities Act Compliance

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.