



City of North Charleston Vacancy Notice

Position: ZONING INSPECTOR SUPERVISOR

Department: PLANNING AND ZONING

Pay Grade: 112 (\$52,896 – \$79,344)

GENERAL STATEMENT OF POSITION

The purpose of this position is to ensure compliance with the City's Zoning Ordinance and supervise the Zoning Counter Technicians and Zoning Inspectors Review. Decide building permits, site permits, business license applications, certificates of occupancy, sign permits, interpretations of the zoning ordinance; and provides assistance to internal/external customers. Responsible for enforcement of the zoning ordinance in the field. This class works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports. **Full Job Description Attached.*

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Bachelor's degree in planning, community development or a related field; supplemented by three to five years of experience performing permit and plan reviews and conducting on-site zoning inspections; or any equivalent combination of training and experience which provides the required skill, knowledge and abilities.

Posted: 08/17/2023

Deadline: Until Filled

Angela Wimberley, IPMA-SCP, SHRM-SCP, SPHR
Deputy Director – Human Resources

City of North Charleston
South Carolina

An Equal Opportunity Employer

Job Title:	ZONING INSPECTOR SUPERVISOR		Job Code:	114
Core Comp Group	ADMINISTRATIVE		FLSA:	NON-EXEMPT
Pay Grade:	112			
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:	Deputy Director of Planning and Zoning			

Summary Objective

The purpose of this position is to ensure compliance with the City's Zoning Ordinance and supervise the Zoning Counter Technicians and Zoning Inspectors Review. Decide building permits, site permits, business license applications, certificates of occupancy, sign permits, interpretations of the zoning ordinance; and provides assistance to internal/external customers. Responsible for enforcement of the zoning ordinance in the field. This class works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

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.

- Supervises, trains, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Reviews zoning applications for approval in accordance with zoning regulations.
- Reviews and approves building permit applications involving new residential, residential additions, fence, accessory uses, tree removal, sign permits, firework stands, etc. for compliance with all applicable zoning and subdivision regulations.
- Performs site visits for the processing and approval of a certificate of occupancy, building, sign, and fence permits, tree barricade and street tree inspections, business license checks, citizen complaints, etc., as needed, to ensure compliance with zoning regulations.
- Investigates and inspects zoning cases to ensure compliance.
- Refers to zoning and subdivision regulations, policy and procedure manuals, computer manuals, City codes and ordinances, various government laws and regulations, directories, maps, plats, plans, tax records, studies, surveys, GIS, etc.
- Oversees the plat intake and review process.
- Drafts and develops correspondence to the applicant if additional information is needed prior to approval; may contact applicant by phone to receive additional information.
- Reviews sidewalk café permits and enforces requirements in the field.
- Assists Zoning Administrator in code interpretations. Assists the public with zoning questions by telephone and in the office.

- Attends meetings and make presentations as needed.
- Interacts and communicates, both orally and in writing, with the immediate supervisor, the Deputy Director of Planning and Zoning, the Director of Planning and Zoning, Zoning Administrator, Council members, other City employees, subordinates, property owners, contractors, architects, engineers, County personnel, various outside professionals and agencies, and the general public.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations, attends workshops and training sessions when available.
- Inspects sites for compliance with proffers and conditions of special use permits, special exceptions and variances and take appropriate action to correct noncompliance.
- Performs a variety of clerical and administrative functions in support of assigned duties; filing, answering phones, preparing correspondence, etc.
- 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 and understanding of the zoning ordinances and other applicable regulations and have an ability to interpret and apply the regulations.
- Excellent communication with others, both orally and in writing, using technical and nontechnical language including planning, community development, economics, budgeting, etc. Writes correspondence.
- Ability to manage/supervise several subordinates with the overall direction, coordination and evaluation of staff to include hiring, training, planning, assigning, and directing work, appraising work, disciplinary actions, addressing complaints and resolving problems.
- Apply principles of logical thinking to define problems, collect data, establish facts and draw conclusions; to deal with several abstract and concrete variables. Ability to comprehend and interpret received information.
- Understand City projects and perform work with speed, accuracy, and attention to detail under tight deadlines and effectively work with a disparate group of individuals and organizations.
- Exercise tact, discretion, and sound judgement in addressing sensitive or confidential matters.
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions, follow oral and/or written policies, procedures and instructions, quickly learn and use new skills and knowledge brought about by rapidly changing information and/or technology, and use integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- Ability to utilize mathematical formulas and practical applications for fractions, percentages, and ratios.
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks. Comprehensive knowledge of Microsoft Office, Outlook, Word, and Excel.
- Provide assignments and/or directions to subordinates and receiving assignments.
- Decision making ability to define problems, collect data, establish facts, draw valid conclusions and make recommendations.
- Knowledge of policies, procedures and past practices and make non-routine decisions.
- Ability to read, analyze and interpret strategic plans and proposals, architectural drawings, codes, analytical reports, legal and budget documents.
- 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

Bachelor's degree in planning, community development or a related field; supplemented by three to five years of experience performing permit and plan reviews and conducting on-site zoning inspections; or any equivalent combination of training and experience which provides the required skill, knowledge and abilities.

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. 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

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.