

Town of Richmond Vacancy: Starting rate \$19.09/ hour
Starting rate may be higher based on experience.

Appointment will be made on a Provisional basis, with Permanent appointment following successful qualification in the Civil Service Examination, which will be scheduled at a later date

ZONING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves the inspection of properties and buildings for compliance with local zoning and other land use regulations. The work is routine and is performed independent of immediate supervision. General policy relative to work conditions is established by the local legislative body. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews applications for building/zoning permits to determine conformance to requirements of local zoning regulations and land use regulations;
Explains provisions of local land use regulations, procedures to the general public;
May issue building/zoning permits as permitted by local regulations;
Inspects properties to determine compliance with local land use regulations;
May issue violations and act as the enforcement official under the provisions of the local land use regulations and upon the authorization of the local legislative body;
May act as liaison staff with local Zoning Board of Appeals, Planning Boards and other advisory bodies;
Recommends code modifications and amendments as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of local zoning and other land use regulations; good knowledge of methods and procedures for construction and alterations of buildings; good knowledge of local, state, and federal laws relative to construction, use of property and local laws affecting health, safety and welfare of the residents of the community; ability to read plans and specifications; ability to establish and maintain cooperative relations with the public, contractors and public officials; courtesy, firmness, tact; good judgment; good powers of observation; ability to read and write; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited college or university with an Associates Degree; OR
2. Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid experience, or its part-time equivalent, in building construction or the review of plans and specifications; OR
3. An equivalent combination of training and experience as defined by the limits of (1) & (2) above.

NOTE: Advanced education degree received will be accepted in lieu of the minimum education noted.

APPROVED: NOVEMBER 6, 1997

REVISED: JANUARY 18, 2019

CIVIL SERVICE CLASSIFICATION: FULL-TIME – COMPETITIVE

PART-TIME – NON-COMPETITIVE