

Town of Canandaigua Vacancy **Salary Range - \$50,000-\$55,000/year**

Under the NY HELP Program, the Civil Service Exam for this title has been waived. For additional information regarding the NY HELP Program, please visit <https://www.cs.ny.gov/help/faq.cfm>.

ZONING INSPECTOR

MINIMUM QUALIFICATIONS: EITHER:

1. Possession of an Associate's Degree, or higher; 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, as lead worker, or higher, in building construction, and/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.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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, to determine conformance to local zoning regulations and land use regulations, for building/zoning permits
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 operate a personal computer and utilize common office software programs; ability to operate a personal computer and utilize common office software programs; 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.

APPROVED: NOVEMBER 6, 1997

REVISED: 1/18/19; 9/6/22

CIVIL SERVICE CLASSIFICATION: FULL-TIME – COMPETITIVE
PART-TIME – NON-COMPETITIVE