

Assistant Zoning Officer Tompkins County

Department: Town of Ithaca
Classification: Full-time Competitive, Part-time Non-competitive
Approved: Board Action 10/06/71
Revised: 4/88; 2/93; 5/13
By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from senior high school or possession of a New York State high school equivalency diploma **AND** one year of satisfactory experience as a contractor or mechanic in one of the building trades; **OR**
- (b) Any combination of training and experience equal to or greater than that specified in (a) above.

SPECIAL REQUIREMENT:

The candidate must possess a valid New York State drivers license at the time of application and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

Under direction of the Zoning Officer, makes inspections of new construction for compliance with local zoning ordinances. This is work involving responsibility for assisting in the administration of local zoning ordinances through inspection of new construction and building use. Work is performed under the general supervision of the Zoning Officer with considerable leeway for the exercise of independent judgment. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Examines applications for building permits and recommends the issuing of permits and certificates of occupancy for buildings which comply with the zoning ordinances;
Performs field inspections to ascertain whether new construction is in accordance with local zoning ordinances;
Inspects septic tanks and laterals during construction to assure proper installation;
Inspects multiple residences to assure compliance with the Multiple Residence Law and local licensing ordinances;
Assists in explaining and interpreting the requirements of the town zoning law to contractors and the general public;
The employee will prepare all necessary records and reports.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the local zoning ordinance;
Working knowledge of the provisions of the Multiple Residence Law;
Working knowledge of methods and procedures of installation of septic tanks and laterals;
Ability to read plans and specifications;
Ability to establish and maintain cooperative relationships with the public; contractors and public officials; Courtesy, firmness, tact, good judgment and good powers of observation are required.
The employee's physical condition shall be commensurate with the demands of the position.

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