

TOWN OF CLARENCE
ONE TOWN PLACE, CLARENCE, NEW YORK 14031

JOB OPENING

ZONING DEPARTMENT

THE TOWN OF CLARENCE IS AN EQUAL OPPORTUNITY EMPLOYER

ZONING INSPECTOR PART TIME

Distinguishing Features of the Class: The work involves responsibility for the inspection, interpretation and enforcement of the municipalities; planning and/or zoning regulations. A person serving in this capacity may also act as consultant to the Planning and Zoning Boards. Does related work as required.

Typical Work Activities: Makes inspections of plans and premises for conformance with planning and/or zoning regulations; explains and interprets planning and/or zoning regulations to contractors and the general public; examines plot and subdivision plans and applications; inspects land and buildings to determine compliance with planning and/or zoning regulations; grants or denies certificates of conformance with zoning regulations; keeps records of applications and inspections and certificates granted; collects fees.

Required Knowledge, Skills and Abilities: Good knowledge of zoning and subdivision principles, practices and local regulations; ability to read and interpret plot and building plans, ability to establish and maintain cooperative relationships with other public officials, contractors and the general public; initiative, resourcefulness; good judgment; physical condition commensurate with the demands of the position.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and two (2) years' experience in the interpretation of municipal building and/or zoning regulations, assessing of real property, building contracting or construction, building inspection, community planning or development, or civil engineering.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Date Posted: May 10, 2018

Hourly Rate: \$19.00/hour

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