

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Zoning Inspector

CLASS CODE: 4163

GENERAL DESCRIPTION OF DUTIES:

Incumbents inspect and investigate zoning changes, new construction, suspected violations, site conditions, use permit application; provide zoning information to interested parties; post notices; testify at zoning hearings; and perform related duties to enforce city zoning code.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level technical classification in the Planning and Development Series – Zoning Group job family within the City of St. Louis. Incumbents within this classification perform a variety of moderately complex duties. The distinguishing characteristics of this classification within the series include responsibility to conduct site inspection for commercial, residential and industrial sites to ensure compliance with city zoning codes.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Researches and reviews requests for zoning information from the public, businesses, banks, mortgage companies, builders, developers and other interested parties.

Investigates and posts notices in area where zoning changes are proposed, zoning variances are requested, conditional use permits are proposed, and sites where Public Service hearings are required.

Conducts site investigations and inspections of residential, commercial and industrial sites for compliance with zoning codes. Photographs and documents site conditions.

Calculates and establishes building lines for entire City and maintains related computer records.

Investigates zoning code violation complaints. Receives, investigates, calculates and verifies petition signatures regarding businesses regulated by zoning codes such as dance halls, pool halls, motels/hotels, residential care facilities, bed and breakfasts, homeless shelters, group homes and others.

Completes inspection/investigation reports with recommendations.

Researches permit and occupancy histories for Board of Adjustment and conditional use hearings.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers, business representatives, builders, attorneys, mortgage companies, title companies and the public, on how to apply policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as motor vehicle, still camera, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier, and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as special use petitions, permit applications, meeting and other zoning notices, inspection reports, maps, street guides, zoning codes, building codes, ordinances, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; calculate surface areas.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as wetness, humidity, rain, fumes, temperature extremes, traffic hazards and potential violence.

Physical Requirements:

Requires the ability to lift objects up to twenty pounds such as files.

Requires the ability to stoop and bend to conduct site inspections and post notices

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of shapes at considerable distance during site inspections. Requires the ability to sustain prolonged visual concentration during computer work.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.