

## KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court  
555 Bay Road, Dover, DE 19901*

Department of Planning Services  
Classified, Grade 8  
40 Hour Week

### **ZONING INSPECTOR I**

**GENERAL STATEMENT OF DUTIES:** Performs a variety of routine duties involved in the inspection of subdivision and related development projects for compliance with zoning and land use ordinances and regulations; also responsible for property maintenance code inspection and enforcement; and does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** Inspections are conducted independently to determine and insure compliance with zoning ordinances and/or development conditions established during the review and approval process, but in accordance with departmental regulations and established technical standards under the direction of the Chief Code Enforcement Officer, Assistant Director, or Director.

**ADA REQUIREMENTS:** This is heavy work requiring the exertion of up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, crawling, reaching, walking, fingering, standing, stooping, walking, balancing, feeling, handling, pulling, pushing, reaching and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word hearing is required to perceive information at normal spoken word levels; mental acuity is required to make rational decisions through sound logic and deduction; visual acuity is required for preparing and analyzing written computer data, visual inspection of properties and buildings, use of measuring devices, operation of motor vehicles, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental and atmospheric conditions.

**EXAMPLE OF WORK:** (Illustrative Only)

Inspect housing or other development projects during various stages of construction to ensure compliance with approved plans and county zoning and land use ordinances and regulations;  
Research and investigate complaints of violation of zoning, land use, and property maintenance ordinances and regulations;  
Issue notices of violation, citations, correction notices, and stop work orders to ensure compliance;  
Conduct follow-up investigations to ensure compliance with applicable codes and ordinances;  
Prepare documentation and appear in court as necessary for complaint noncompliance;  
Provide information to property owners, the general public, business community, and other government agencies regarding codes, laws, and ordinances;  
Respond, in writing when appropriate, to zoning related questions, complaints, and inquiries;  
Review development plans to determine compliance with the provisions of zoning and land use

ordinances and regulations;

Inspect potential project sites to verify various conditions that may affect zoning reviews.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Good knowledge of general zoning and land use ordinances and regulations; general knowledge of building and site construction processes; familiarity with the principles, practices, methods, and techniques of investigation and code enforcement; ability to learn, interpret, and apply County codes, ordinances, or State laws and regulations pertaining to zoning and land use; ability to read, interpret, and apply information from construction plans and documents; ability to respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner; work independently in the absence of supervision; able to communicate clearly and concisely, both orally and in writing; ability to establish and maintain cooperative working relationships with those contacted in the course of work; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Completion of standard high school coursework or G.E.D. with at least two (2) years of zoning, building, or other code inspection and enforcement experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**ADDITIONAL REQUIREMENTS:** Must pass written test administered by Kent County Personnel Office. Must possess or pass ICC Certification Program modules: Property Maintenance and Permit Technician within 18 months of hire required to retain position. Possession and retention of a valid driver license issued by the State of Delaware. Good driving record required to retain position. Must pass testing for substance abuse and criminal background investigation. May be required to pass testing of physical strength and agility to qualify for and retain position. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

As land development technologies, code requirements, and enforcement procedures and systems change, employee will be required to keep abreast of such changes by improving skills through additional training or evaluation as deemed necessary to remain effective in performance of duties and application of required knowledge, skills, and abilities.

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Employee Acknowledgment

Est. 07/01/03

Rev. 07/01/04

Rev. 07/01/15

Rev. 07/01/18