



EMPLOYMENT OPPORTUNITY

Job Title: Zoning Technician
Hiring Range: Grade 19, Hiring Range \$34,451 – \$42,297
Status: Full-time, non-exempt position
Application Deadline: Open until filled

General Statement of Duties

Performs a variety of technical duties in support of the Town's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance and other matters of public concern; and serves as a resource and provides information on Town regulations to property owners, residents, businesses, the general public, and other Town departments and divisions.

Distinguishing Features of the Class

Work includes plan review, issuing permits, answering questions from citizens and staff, and monitoring and enforcing specific codes within the zoning and development ordinances. Enforcement work includes receiving complaints, investigating complaints, communicating with complainants and violators, negotiating solutions, preparing and issuing citations and fines, and maintaining detailed records. Considerable judgment, diplomacy, tact, and firmness are required in dealing with the citizens regarding sensitive subjects. Work is performed under the regular supervision of the Planning and Zoning Administrator and is evaluated through observation, review of records and reports, and in conferences.

Desirable Education and Experience

Equivalent to high school diploma supplemented by specialized training and/or college level coursework in criminal justice, public administration, business administration, planning or other related field. One year of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable. Must possess a valid North Carolina driver's license.

How to Apply: Please submit a completed employment application, which can be found on the town's website, www.oakislandnc.com under the Job Opportunity page. Applications can be emailed, faxed, or mailed (see below)

Where to Apply: Town of Oak Island
Attn: Human Resources
4601 E. Oak Island Drive
Oak Island, NC 28465
Telephone: (910) 201-8014
Fax: (910) 278-9542
Email: dlasek@ci.oak-island.nc.us



Zoning Technician

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Duties and Responsibilities

Essential Duties and Tasks:

Performs a variety of field and office work in support of the Town's local code enforcement program; enforces compliance with Town regulations and ordinances including those pertaining to zoning, land use, nuisance and other matters of public concern.

Receives and responds to citizen complaints and reports from other agencies and departments on alleged violations of Town zoning and related municipal codes and ordinances; interviews complainant and witnesses; conducts investigations and provides recommendations for resolution.

Conducts field investigations; inspects properties for violations; attempts to make contact at the residence or business in order to resolve violation; issues and posts warning notices, orders to comply and related documentation for code violations; schedules and performs all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances.

Prepares evidence in support of legal actions taken by the Town; appears in court as necessary; testifies at hearings and in court proceedings as required.

Maintains accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draws diagrams and illustrations and takes photographs.

Patrols the Town, in a Town vehicle, to identify and evaluate problem areas and/or ordinance violations; determines proper method to resolve violations.

Operates computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; researches complaints.

Participates in supervising the work of volunteers engaged in community clean-up and preservation activities; determines locations and type of work to be performed.

Locates vacant residences and businesses; orders buildings secured with proper materials as necessary; posts the property as necessary; checks vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.

Performs other related duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities:

Must have knowledge of operations, services, and activities of a municipal code compliance program as well as an understanding of pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas.

Requires knowledge of procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations as well as legal actions applicable to code compliance.

Must have the skills and ability to facilitate, establish and maintain working relationships with Town officials, developers, contractors and the general public as well as the ability to enforce regulations tactfully and firmly.

Must be proficient in record keeping and technology in order to compile reports and developing presentation material as well as maintaining excellent records. Must also utilize time management skills in all aspects of field and office work.

Physical Requirements:

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, fingering, talking, hearing, and repetitive motions. Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently.

Desirable Education and Experience:

High school diploma supplemented by specialized training and/or college level coursework in criminal justice, public administration, business administration, planning or other related field. One year of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable. Must possess a valid North Carolina driver's license.

**Pay Grade 19, Non-Exempt
2020**