

Zoning Manager

General Statement of Duties

Performs inspections work of building and property within the Town to ensure compliance with state codes and local ordinances as well as zoning and nuisance code enforcement.

Distinguishing Features of the Class

An employee in this class inspects construction work in process to enforce State codes for building for building construction including the five trades of building, plumbing, electrical, mechanical, and fire codes. In addition, the employee enforces zoning and nuisance codes for the Town. Work involves performing skilled inspections to determine the quality of workmanship, materials, and safety precautions; requires exercising judgment in interpreting state codes. Work involves interpreting, applying, and explaining ordinances and codes to the public and working with owners to comply with the local rules and regulations. Inspections may require some physical effort and are performed under hazards present in dealing with construction work in progress. The employee is subject to inside and outside environmental conditions and extremely hot and cold temperatures. Work is also subject to noise and dust. Tact, courtesy, and firmness must be exercised in dealing with contractors and the general public. Work is performed under the general supervision of the Planning and Inspections Director and is evaluated through conferences, review of reports and records, and contractor and citizen comments.

Duties and Responsibilities

Essential Duties and Tasks

Reviews land development plans and proposed business locations for compliance with zoning and historic preservation standards; serves as the Town's Flood Plain Manager and representative regarding Flood Damage Prevention ; may serve as liaisons to the Planning Commission, Zoning Board of Adjustment, and Board of Historic Review, and writing staff reports and making presentations to those Boards as well as to Board of Commissioners; providing zoning and development assistance to design professionals and others; advancing historic preservation interests; and responding to Freedom of Information Act requests.

Writes and presents the more complex staff reports to the Boards and City Council members for proposed rezonings, master plans, ordinance amendments, variance and special exception requests, and administrative appeals.

Serves as Drone Pilot in Responsible Charge for the Town.

Reviews all building modifications in the Local Historic District

Reviews all building permits with the Special Flood Hazard Areas

Researches and recommends policy and ordinance changes on various zoning and land use topics. Implements approved changes.

Identifies areas where development review and other administrative processes and policies within the Department could be improved, and guides staff to make the associated changes.

Attends training classes about customer service, zoning regulations, computer software, and other topics as needed to learn new standards, processes, and systems. Maintains continuing education credits as required by state law and as needed for optional certifications.

Additional Job Duties

Performs all other duties as may be assigned to meet organizational needs.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Considerable knowledge of zoning and urban design principles and practices, and laws.
Ability to understand, apply, and interpret City ordinances, policies, and procedures, particularly those related to development standards.

Considerable knowledge of building materials, techniques, and workmanship.

Considerable knowledge of Drone operation

Ability to analyze the potential effects of proposed land development projects and applicable City standards on schools, traffic, community aesthetics, natural resources, neighborhoods, and the like.

Ability to prepare and present technical reports and recommendations in oral, written, and graphic form; ability to express ideas clearly and concisely, orally and in writing.

Ability to utilize GIS software applications and produce maps and statistical data.

Ability to negotiate and persuade, and to remain calm and diplomatic in difficult situations.

Ability to exercise independent judgment, discretion, and initiative in completing assignments.

Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

Ability to maintain positive customer-focused relationships with co-workers, supervisors, agencies, the general public, and all other internal and external customers. Personally demonstrates appropriate customer service skills.

Work is performed onsite. The incumbent must be present at work to perform the essential functions of this job.

Ability to attend meetings in the evenings.

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, fingering, grasping, 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, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to inspect details of construction, prepare reports, and do extensive reading.

Desirable Education and Experience

Requires a bachelor's degree in Town/Regional Planning, Urban Design, or a related field and eight years of professional land use planning experience, including some supervisory experience or closely related experience. Prefer master's degree in Town/Regional Planning, Urban Design, or a related field, and ten years progressively responsible professional planning and urban design experience, including several years of supervisory experience, preferably in a local government setting.

The equivalent combination of education and experience may be considered.

Special Requirements

Possession of a valid North Carolina driver's license.

Must be eligible for a Probationary Certification upon hire.

Possession of State Building Code certification in the appropriate inspection areas within the time frame specified and required by Town management.

Ability to obtain Zoning Enforcement certification.

Ability to obtain Drone Certification and License from the FAA.

Certification by the American Planning Association (AICP) preferred

Beaufort
2024

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.