

Department: Town of Newcomb

Spec

Disc H 3

Classification: Labor (Pending SCS Approval)

Document 76

Zoning Enforcement Aide

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in the enforcing of the Town of Newcomb Zoning Ordinance. The work involves public contact in assisting the Town of Newcomb Building Inspector in the enforcement of the provisions of the local building and zoning ordinance. The work is performed under the direct supervision of Town of Newcomb Building Inspector with limited leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision of others is not a function of this position. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reports unsafe conditions in existing structures to the Building Inspector

Assists in inspections of existing buildings and structures to insure their conformity with safety standards;

Assists in investigating complaints and/or violations of the zoning ordinance;

Keeps simple records of acts:

May Assist in preparing periodic reports of buildings and structures erected or altered, of permits issued, of fees collected and for presentation to the local governing body.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of local zoning ordinance, ability to understand and follow simple oral and written instructions; ability to get along well with others; willingness to perform routine and other manual tasks; thoroughness, dependability, physical condition commensurate to the demands of the position.

MINIMUM QUALIFICATIONS:

None are required