



The City Beautiful

City of Coral Gables Job Description

Job Title: Zoning Technician
Department: Building & Zoning
Classification: 1117
Pay grade: 19C
FLSA: Non-Exempt

Prepared Date: 9/06
Approved By:
Approved By: Marjorie H. Adler

Summary

Technical work involving the enforcement of the City Zoning ordinance.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Reviews and analyzes plans for proposed construction covering residential, industrial and commercial developments to determine conformity to all applicable Zoning codes, regulations and maps.

Explains zoning regulations and plan compliance to developers, architects, engineers, contractors, property owners and others.

Computes and verifies development calculations, heights, number of stories, setback, ground coverage, floor area, parking space, lot size and landscaping areas.

Assists in preparing and revising maps, graphs, charts, forms and other zoning materials.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of the City's zoning codes, regulations, procedures, and guidelines. Knowledge of the procedural regulations applicable to zoning plans processing work. Ability to read, interpret, and analyze construction or development plans. Ability to examine plans and process applications under workload deadline conditions. Ability to deal effectively with professionals and the public. Ability to explain and enforce regulations. Ability to perform mathematical computations. Ability to conduct research. Ability to prepare complex records and reports. Skilled in oral and written communications.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately outdoors and involves inspection of various land use developments, construction sites. Must be able to lift, carry and or push articles weighing up to 25 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Graduation from high school or equivalency. College course work in engineering, building inspection, code enforcement or related fields. Two years experience in related work.

A comparable amount of training or experience in related work.

Ability to supervise the work of others in a manner conducive to full performance and high morale.

Valid Florida Driver's License