

Windemere Township, Zoning and Environmental Services Inspector Position

Job Title:	Zoning and Environmental Services Inspector	Job Category:	
Department/Group:	Zoning and Environmental Services Department	Bargaining Unit:	
Location:	Windemere Town hall/Township	Travel Required:	Yes
Level/Salary Range:		Position Type:	Part-Time
Position Contact:	Windemere Township Board/Zoning Board	Date Created:	
Normal Work Week:		Re-evaluation Dates:	

BASIC FUNCTIONS:

Review and issue land use permits in cooperation and coordination with Pine County Zoning and Environmental Services ordinances and state regulations. Inspect and investigate properties for compliance with Windemere Township ordinances and County/state regulations. Review and inspect new and existing subsurface sewage treatment systems (SSTS) for compliance with Windemere Township, County/State ordinances and other Count/State regulations. Respond to questions and educate the public regarding Windemere Township, County/State ordinances and applicable state and federal regulations.

EXAMPLES OF WORK PERFORMED / ESSENTIAL FUNCTIONS:

1. Land Use Permitting
 - A. Review and issue permits pertaining to Windemere Township ordinances.
 - B. Confirm the accuracy and completion of submitted permits. Responsible for permit application intake procedures.
 - C. Review site plans for structures, distance of structures to property lines and right-of-ways or other relevant setbacks including the ordinary high water level (OHWL) of shoreland properties.
 - D. Review site plans for lot size requirements.
 - E. Perform general research for various public hearings (variances, conditional uses, rezoning requests), permit applications and complaints. Research property subdivision history to identify nonconforming lots of record.
 - F. Enforce Windemere Township Zoning ordinances and Count/State regulation requirements for the design, installation, and operation of SSTS.
 - G. Receive and act on zoning and nuisance complaints including conducting any required investigations, providing a written notice, and maintaining a log with status of each complaint.
 - H. Coordinate permitting and certain land use cases with other staff, technical consultants and other governmental agencies.
 - I. Prepare reports on permitting activities, these reports will be due monthly from April – October each year.
 - J. Maintain accurate legible and complete files.
 - K. Conduct follow-up inspections for pending or unresolved matters and enforcing actions in consultation with the Zoning and Township Board members
 - L. Provide assistance to the Town Attorney in whatever way necessary to prosecute an enforcement action, including but not limited to: field inspections, research, providing witness testimony in Windemere Township court cases.
 - M. Make interpretations of ordinance provisions under general supervision of Zoning and Township Board members.
2. Perform field inspections that include addressing complaints, SSTS inspections, boundary issues and/or any other issue related to Township Zoning/SSTS Communication with the Public
 - A. Prepare notification letters to property owners for issues relating to non-compliance with Windemere Township Zoning and County/State regulations.
 - B. Respond to zoning inquiries by phone, emails and letters.
 - C. Inform the public orally and in writing of Windemere Zoning ordinances, notify people found in violation of regulations, and

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provide advice on the proper way to gain compliance with regulations.

- D. Respond to questions and educates the public regarding zoning and SSTS regulations. Provide information, answers question, and educate the public, contractors, realtors, and landowners.
- E. Communicate courteously and professionally, and maintain working relationships that are key to the Township. Serve as liaison with the general public, contractors, utility companies, realtors, attorneys, surveyors and other government agencies to exchange detailed and/or technical information.
- F. Respond to questions and educate the public regarding Township Zoning ordinances and applicable County/State and federal regulations.
- G. Attend monthly Township Board meeting to report to the Board the zoning/SSTS activities for the prior month and update them on any outstanding zoning matters.
- H. Attend monthly Township Planning Commission meetings and provide with necessary application forms and data required for their review. Send out Planning Commission agenda one week prior to the meeting to the Planning Commission Board member as well as to the Township Board members.

3. Other Related Services

- A. Assist in making interpretations on proposed wetland, shore land, and floodplain projects in accordance with Windemere Zoning and Environmental Services ordinances and County/State and federal regulations.
- B. Attend training seminars and maintains current knowledge about laws pertaining to zoning, SSTS, shoreland, wetlands and floodplains.
- C. Maintain personal safety.

Non-Essential Functions:

- A. Perform other job related duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or equivalent.
- Or an equivalent combination of two years education and/or experience sufficient to perform the essential functions of the job.

Training Required:

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- Annual Safety Training and additional training as required to perform essential functions.

Certificates/Licenses Required:

- Must hold a valid Minnesota driver's license and proof of insurance.

INTERNAL/EXTERNAL RELATIONSHIPS & IMPACT ON SERVICES/OPERATIONS:

Supervisory/Managerial Responsibility: None.

Internal/External Relationships:

- Regular contact with staff, Township and Zoning Board Members, the general public, realtors, homeowners, landowners and outside agencies for the purpose of explaining and interpreting policies, determining ordinance violations, exchanging information and schedule appointments or meetings.
- Communicate with Township and Zoning Board members to receive work assignments.
- Continuously promote a diverse, culturally competent, and respectful workplace.

Impact on Services/Operations:

- Duties impact the efficiency of office work and the ability to provide technical support to enable a department to carry out its functions.

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- Proper performance results in general public, contractors, realtors, co-workers, Board members, and other governmental agencies receiving accurate and timely information; in the maintenance of efficient office procedures that provide for smooth work flow and the reliable retrieval of information; enhances Township's image with the public; and facilitates the client's receipt of services and information.
- Poor performance may result in the department's inability to meet deadlines and provide accurate information, delays in providing services; an inability to retrieve necessary information; complications due to improper handling of confidential information; loss of department time due to errors or inefficiency; or problems to general public, contractors, realtors, co-workers, County Commissioners, and other governmental agencies;

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

REQUIRED AT ENTRY:

1. Ability to organize and prioritize work.
2. Public relations skills for dealing with the public to resolve problems and to explain laws and departmental operations and rules.
3. Ability to communicate efficiently with others in person and over the telephone. Skill in reading, writing and speaking English proficiently.
4. Ability to defuse situations with emotionally charged individuals.
5. Ability to analyze data, interpret directions, procedures and regulations, and develop appropriate responses.
6. Frequent use of depth perception, peripheral vision and color perception.
7. Ability to study, analyze and compile technical information on zoning issues and violations.
8. Ability to operate a computer with proficiency in Microsoft Office Suite, Excel, and proficient at email and internet usage...
9. Ability to develop and maintain effective working relationships with supervisors, co-workers, other County staff, and members of the public.
10. Ability to perform job duties under stressful conditions and respond appropriately to situations.
11. Ability to read, understand and interpret legal descriptions of properties.
12. Ability to prepare factual, clear, and concise oral and written reports.
13. Ability to read maps, blue prints, and surveys.
14. Ability to operate vehicles and all other job-related equipment.
15. Ability to make mathematical computations and tabulations with a high degree of accuracy.
16. Ability to maintain confidential information in accordance with legal standards and/or County regulations.
17. Ability to use land laser and stick or scope and read bench marks.
18. Deal with domesticated and non-domesticated animal issues and partnering with local animal allies.

REQUIRED AT FULL PERFORMANCE:

1. Proficient knowledge and implementation of Zoning and Environmental Services ordinances, regulations, procedures, practices and policies.
2. Proficient knowledge and implementation of applicable state and federal regulations as they pertain to Zoning and Environmental Services.

WORK ENVIRONMENT:

- Work is performed in a standard office environment and at a variety of outdoor sites. There is considerable attention to detail and deadlines.
- Frequent local driving is required on all types of roads; often required to drive or work in adverse weather conditions, and in remote areas.
- Work involves working in roadways, on waterways, and construction sites; subject to work around moving traffic and heavy equipment; with and around hazardous chemicals, gases, raw sewage, demolition debris, and solid waste;
- Subject to uneven terrain, pets, wild animals, fumes, heavy equipment noise at inspection sites; subject to sunburn, poison

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ivy, and insect bites when outdoors.

- The job involves dealing with and calming individuals who are emotionally charged over an issue, often in isolated situations.
- There is potential exposure to hazardous chemicals, biohazards, and inclement weather conditions.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Hear and speak effectively to communicate in person and over the phone with the public, employees, and others.
- Visual acuity to read computer screens and printed documents for long periods of time.
- Manual dexterity to type on a keyboard and use a computer mouse. Perform manual and repetitive tasks such as handwriting and performing manual field work.
- Office work may include reaching for documents and supplies, standing or kneeling to search through file cabinets, fingering to find files, grasping documents, and repetitive motions such as typing and sorting.
- Frequently lift, carry, reach, push, pull, twist and manipulate large and small objects.
- Ability to lift and carry a laser and tripod weighing up to 40 pounds on a daily basis. There is an occasional need to lift septic tank lids weighing up to 90 pounds.

EQUIPMENT REQUIRED TO PERFORM JOB:

- Desktop phone
- Desktop computer
- Copier/scanner/copier machine
- Digital camera
- Survey equipment (laser level)
- Access to a motor vehicle

ACCESSES REQUIRED:

- None

ADDITIONAL NOTES:

- None

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"This Institution is an Equal Opportunity Employer"

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	