

CLASS TITLE: ZONING AND SIGN OFFICIAL

PURPOSE OF THE CLASSIFICATION: Under general supervision acts as a leadperson in performing inspections and investigations in securing compliance with State law, city zoning, nuisance, building, and land development codes, environmental regulations, construction repair and refurbishment codes, and regulations governing the installations and operations of signs, site development, special purpose zoning and legacy districts and other related assigned duties.

ESSENTIAL TASKS:

- Performs zoning, building site and sign and nuisance code and regulations related inspections governing the installations and operations of signs, site development, special purpose zoning and legacy districts
- Inspects LED signs, ambient lighted signs, and parking lot lighting abutting a residential district for compliance with the Kennebunkport plan or equivalency
- Participates with Planning and Development personnel in processing applications for and the issuance of sign permits
- Prepares, submits, and reviews various documents and other written and electronic communication
- Documents finds through reports and photographs
- Provides insight and direction to staff in regard to difficult cases and problematic issues
- Mediates complex zoning and nuisance complaints to completion
- Counsels and directs concerned citizens, citizen groups, contractors, property owners and others as needed
- Confers with engineers, architects, contractors, owners, and others pertaining to signs and site development
- Assist in removing illegal signs
- Inspects installed signs for structural soundness and proper standards of material and workmanship
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate degree and four (4) years of experience in public administration, code enforcement, property development, claims adjusting, or a legal related profession (experience must include two (2) years of zoning/nuisance enforcement); or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the methods and practices involved in sign fabrication and installation; and good knowledge of zoning, nuisance, building and property maintenance codes and ordinances pertaining to signs and site development. Ability to enforce regulations with firmness, tact and impartiality; ability to deal with irate customers; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard; occasional lifting up to 50 pounds; occasional carrying up to 20 pounds; occasional pulling up to 10 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and obtain Oklahoma Code Enforcement Association (OCEA) certification and ICC certification required as an unlimited building inspector or property maintenance training within one (1) year of hire date.

Page 2 (continued from Zoning and Sign Official)

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors and in inclement weather; and requires traveling to various locations for inspections.

Class Code: 1513

EEO Code: N-07

Pay Code: OT-19

Group: Engineering, Planning and Technical

Series: Inspections

Effective Date: June 28, 2017