
ZONING INSPECTOR

CAMDEN COUNTY PLANNING & ZONING

Starting salary: \$14.00 per hour

This is a full time position to include a full range of benefits including paid vacation, paid sick leave, paid holidays, employee health and life insurance and retirement programs.

JOB DESCRIPTION

- Conducts field inspections to ensure compliance with the Camden County ULUC pertaining to construction within the Lake Area Zoning District.
- Meets with contractors and/or property owners to discuss site plans and building setbacks requirements.
- Participates in the permitting review process for construction activities.
- Drafts appropriate violation notices indicating code deficiencies, orders to stop work.
- Investigates citizen complaints and document investigation activities.
- Perform a variety of other tasks as assigned by the County Planning Administrator, to include assisting office staff with various duties.

REQUIREMENTS

- Requires graduation from a general or technical high school or equivalent.
- Employee must be able to read and interpret basic construction site plans and drawings.
- Requires ability to understand and follow written and oral instructions; communicate orally and written; exercise judgment and decisiveness in various situations; establish and maintain effective working relationships with other employees and the general public.
- Requires the ability to read maps and a general knowledge of the Lake Area.
- Requires valid driver's license and satisfactory driving record.
- Requires ability to safely operate automobiles; work outdoors for extended periods of time in various weather conditions.
- Requires a general knowledge of the principles, methods and equipment used in construction trades.
- Requires working knowledge of a personal computer, copier, calculator and facsimile machines.
- A working knowledge of Microsoft Word, Excel, Outlook and ArcGIS is a plus.
- Gain a general knowledge of County ULUC code, and other related regulations.
- An equivalent combination of education, training and experience will be considered.

TO APPLY: Submit application to Tanna Wirtz, Camden County Planning & Zoning Department at #1 Court Circle Suite 15, Camdenton, MO 65020 Monday through Friday between the hours of 8:30am – 4:30pm. To assure consideration, applications must be received by 4:00 p.m., Friday, February 15, 2019. Late applications may be considered when possible in order to increase the number of qualified applicants.

Camden County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Camden is a drug and alcohol free work place. A pre-employment drug screening and background check is required for all positions.

AN EQUAL OPPORTUNITY EMPLOYER