

WINNEBAGO COUNTY JOB DESCRIPTION

**BARGAINING
UNIT**

**STEP AND GRADE:
6K**

**DATE LAST PRINTED:
April 11, 2002**

JOB TITLE: ZONING INVESTIGATOR

SUMMARY OF RESPONSIBILITIES:

Under general direction of the Zoning Division Chief interprets and administers State/County zoning laws and ordinances; investigates reports of zoning violations; prepares and maintains all appropriate documentation.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Administers and interprets zoning laws and ordinances to citizens of Winnebago County; advises citizens of methods and means of meeting zoning requirements.
2. Investigates complaints of zoning violations; does necessary research of plat books and zoning maps to determine how specific property is zoned; examines history of property for previous zoning and for any prior violations; performs follow-up activities to ensure compliance with zoning laws; completes investigation reports after on-site inspection.
3. Gathers data and photographs property which is in violation for use in court by the State's Attorney's office; testifies in court.
4. Posts signs denoting property zoning hearings.
5. Attends and may participate in all required meetings.
6. Prepares, forwards, and maintains all required activity reports.
7. Performs other related duties as required or assigned.

POSITION REQUIREMENTS:

EDUCATION

-Requires knowledge, skill and mental ability equivalent to the completion of four years of high school.

EXPERIENCE

- Requires one-year professional experience in enforcement related field.
- Requires extensive knowledge of the zoning provisions contained in the Illinois Revised Statutes.
- Requires extensive knowledge of the Winnebago County Zoning Code.

ABLILITIES

- Requires ability to interpret and explain applicable zoning laws and ordinances.
- Requires ability to detect violations of laws governing zoning.
- Requires ability to read plat maps.
- Requires ability to prepare and maintain appropriate records and files.
- Requires ability to communicate effectively both verbally and in written reports.
- Requires ability to establish and maintain satisfactory working relationships with staff members and the general public



WINNEBAGO COUNTY

PHYSICAL ESSENTIAL FUNCTION DESCRIPTION

1. Position: Zoning Investigator
2. Department: Regional Planning and Economic Development

ANALYSIS OF ESSENTIAL FUNCTIONS

PHYSICAL DEMANDS ANALYSIS

	Not at all (0%)	Occasionally (1-33%)	Frequently (34-66%)	Continuously (67-100%)
1. Employee's job requires:				
a. Sit	_____	X _____	_____	_____
b. Stand	_____	_____	X _____	_____
c. Walk	_____	_____	X _____	_____
d. Bend/Stoop	_____	X _____	_____	_____
e. Squat	_____	X _____	_____	_____
f. Crawl	_____	X _____	_____	_____
g. Climb Height <u>8-9 ft apprx</u>	_____	_____	X _____	_____
h. Reach above shoulder level	_____	_____	X _____	_____
i. Crouch	_____	X _____	_____	_____
j. Kneel	_____	X _____	_____	_____
k. Push/Pull	_____	X _____	_____	_____
l. Running	X _____	_____	_____	_____

	Not at all (0%)	Occasionally (1-33%)	Frequently (34-66%)	Continuously (67-100%)
2. Employee's job requires he/she carry and/or lift:				
a. Up to 10 lbs	_____	X _____	_____	_____
b. 11-24 lbs	_____	X _____	_____	_____
c. 25-34 lbs	_____	X _____	_____	_____
d. 35-50 lbs	_____	X _____	_____	_____
e. 51-74 lbs	_____	X _____	_____	_____
f. 75-100 lbs	_____	X _____	_____	_____

3. Job requires employee to operate foot controls

Right	Left	Both
Yes _____ No _____	Yes _____ No _____	Yes <u>X</u> No _____

4. Job requires employee to use hands for repetitive action such as:

- a. Right
- b. Left

Simple Grasping	Firm Grasping	Fine Manipulating
Yes <u>X</u> No _____	Yes <u>X</u> No _____	Yes _____ No <u>X</u>
Yes <u>X</u> No _____	Yes <u>X</u> No _____	Yes _____ No <u>X</u>

SENSORY/PERCEPTUAL

	Not at all (0%)	Occasionally (1-33%)	Frequently (34-66%)	Continuously (67-100%)
1. Hearing				
a. Conversation	_____	_____	_____	_____ <u>X</u>
b. Other sounds	_____	_____	_____ <u>X</u>	_____
2. Vision				
a. Far	_____	_____	_____ <u>X</u>	_____
b. Near	_____	_____	_____ <u>X</u>	_____
c. Color	_____	_____	_____ <u>X</u>	_____
d. Depth	_____	_____	_____ <u>X</u>	_____
3. Perception				
a. Spatial	_____	_____ <u>X</u>	_____	_____
b. Form	_____	_____ <u>X</u>	_____	_____
4. Feeling	_____	_____ <u>X</u>	_____	_____
5. Reading	_____	_____	_____ <u>X</u>	_____
6. Writing	_____	_____	_____ <u>X</u>	_____
7. Speech	_____	_____	_____ <u>X</u>	_____

WORK ENVIRONMENT

	Not at all (0%)	Occasionally (1-33%)	Frequently (34-66%)	Continuously (67-100%)
1. Inside Work	_____	_____ <u>X</u>	_____	_____
2. Outside Work	_____	_____ <u>X</u>	_____	_____
3. Hot/Cold	_____	_____ <u>X</u>	_____	_____
4. Humid/Dry	_____	_____ <u>X</u>	_____	_____
5. Dust	_____	_____ <u>X</u>	_____	_____
6. Vapor Fumes	_____	_____ <u>X</u>	_____	_____
7. Noise	_____	_____ <u>X</u>	_____	_____
8. Moving Objects	_____	_____	_____ <u>X</u>	_____
9. Hazardous Machines	_____	_____	_____ <u>X</u>	_____
10. Hazardous Materials	_____	_____ <u>X</u>	_____	_____
11. Electrical	_____	_____ <u>X</u>	_____	_____
12. Sharp Tools, Etc.	_____	_____ <u>X</u>	_____	_____
13. Radiant/Thermal Energy	_____	_____ <u>X</u>	_____	_____
14. Slippery	_____	_____ <u>X</u>	_____	_____

WORK ENVIRONMENT CONTINUED

	Not at all (0%)	Occasionally (1-33%)	Frequently (34-66%)	Continuously (67-100%)
15. Congested Work Site	_____	_____	X _____	_____
16. Traveling	_____	_____	X _____	_____
17. Work Alone	_____	_____	_____	X _____
18. Work Independent but in Group	_____	_____	X _____	_____
19. Deadline Pressures	_____	_____	_____	X _____
20. Interact with Public	_____	_____	_____	X _____
21. Operate Equipment/Machinery	_____	_____	X _____	_____
22. Personal Protective Equipment	_____	X _____	_____	_____
23. Vibrating Tools	X _____	_____	_____	_____

Human Resource Manager: _____

Date: _____

Department Head: _____

Date: _____

Comments:
