

ATTACHMENT – P&Z Night/Weekend Zoning Inspector Job Duties

Main duties and responsibilities of additional P&Z Zoning Inspector

- Respond to weeknight and weekend zoning and noise regulation violations after hours and on weekends.
- In addition to their regular work hours, provide “on-call” response to regularly repeating offenses during off hours as needed.
- Provide proactive monitoring and respond to complaints emanating from commercial properties or entities engaged in commercial activities (after-hours construction, landscaping, etc.) on residential properties.
- Conduct follow-up inspections.
- Carry out scheduled Special Use Permit and zoning inspections as needed.
- Collect evidence including photos, affidavits, or accurate noise measurements in order to issue legally defensible warnings and citations.
- Maintain accurate records and prepare reports related to complaints.
- Enforce and directly remove illegally placed small items, such as advertising signs in rights-of-way.
- Meet with business owners and others to resolve problems related to noise and other zoning issues.
- Provide high-quality professional advice, guidance, presentations, and information about all aspects of zoning regulations and noise abatement one-on-one or at workshops to members of the public, neighborhood organizations, and City staff in a format that is understandable and appropriate.
- Develop and maintain relationships with peers across city agencies and departments.
- Perform other related duties as required.