Job Title: Zoning Enforcement Officer

Department: Community Development

Classification: Non-Exempt

Position Summary: Performs administrative duties to enforce the City of Aspen zoning codes through review of building permit applications, educates the public about zoning regulations, responds to citizen complaints and initiates follow-up compliance checks in the field consistent with the organization’s values and mission statement.

Supervision Exercised and Received: Position works under the general direction of the Zoning Administrator and Planning Director.

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Essential Job Functions:

Permit Review

- Reviews building permit and sign applications to determine consistency with the City Land Use Code, including dimensional, Outdoor Lighting, and Residential Design Standard requirements and any conditions of approval. Researches historical issues and records to determine background information. Coordinates with applicant and/or other departments to obtain clarification or correction of submitted material. Reviews land use applications for compliance with zoning and other development regulations.

Customer Service

- Provides information and answers questions from the public, architects, contractors, real estate professionals, etc., on how zoning regulations apply to a particular parcel of land or structure.

Inspections

- Performs Certificate of Occupancy inspections to ensure constructed projects comply with approved building permit plans. Performs routine field inspections to identify zoning violations.

City Organizational Values:

Supports and models the City of Aspen organizational values: Service, Partnership, Stewardship, and Innovation. Organizational values are shared principles that guide behavior across the organization. This position is responsible for upholding and applying these values while performing daily work functions.

Other duties as assigned.

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Core Competencies Displays the following key competencies in the overall job performance to include knowledge, skills, and abilities:

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Approval Date (s): Marc 2012, March 2016, August 2016
• **Construction Management Knowledge & Abilities:** Knowledge of architectural and construction industry terminology; Can read and accurately evaluate architectural plans for compliance with the City’s Land Use Code and site-specific land use approvals; Knowledge of and ability to use materials, methods, and tools involved in the construction or repair of houses, buildings, or other city structures.

• **Project Management:** Ability to work independently, establish priorities, and meet deadlines. Maintains a high level of organization and orderliness.

• **Service:** Provides service with excellence, humility, integrity, and respect in daily work, builds trust by listening, treats people with respect, acknowledges opportunities for improvement, and follows through with commitments.

• **Partnership:** Actively creates strong, supportive internal and external relationships to attain a common goal and achieve greater impact together.

• **Stewardship:** Balances social, environmental, and financial responsibilities, evaluating the impact of decision making on a thriving future for all.

• **Innovation:** Develops technical expertise to pursue new ideas and creative outcomes, grounded in Aspen’s unique culture, opportunities, and challenges.

• **Communication:** Knowledge of effective and appropriate communication. Ability to use knowledge effectively in various contexts which may require oral, written, visual and non-verbal communication.

• **Interpersonal:** Works to develop strength in interpersonal skills. Has the ability to work well with diverse groups of people, both inside and outside the organization.

• **Technology:** Demonstrates technology skills sufficient for the nature and level of position. Demonstrates a willingness to learn new technologies and transition job duties accordingly to support technological advances and innovation.

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**Minimum Requirements:**

**Education:** Associate degree in planning, construction management, architecture, or related field.

**Experience:** Two years of progressively responsible professional experience in zoning or land use enforcement, planning, architecture, or construction management.

**Technical Knowledge:** Must be proficient with Microsoft Word, Excel, and Outlook (Email). Must have a basic understanding of computers and online computer-based technology applications, which includes accessing web-based platforms.

**Licenses & Certifications:** Must possess a valid Colorado Driver’s License or be able to obtain one within 30 days of start date.

**NOTE:** Any combination of experience and education that would likely provide the required abilities, knowledge, and skills as determined by the City of Aspen may be substituted for the requirements above.

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Approval Date (s): Marc 2012, March 2016, August 2016
NOTE: This position requires a Criminal Background Check upon hire. Employment is contingent upon successful completion of a Criminal Background Check.

**Position Type and Work Hours:**

- Regular full time, hours may vary with workload.
- Evening meetings may be required in addition to or instead of normal hours.

**Work Environment:**

- **Indoors:** Office environment.
- **Outdoors/Off-Site:** Performs site visits to construction sites, attends meetings, and conferences. Some exposure to noise, fumes, and temperature changes.

**Physical Demands:**

Visual Acuity: Ability to bring objects into focus.
Balancing: Maintaining equilibrium.
Bending: Bending or position oneself to move an object from one level to another.
Carrying: transporting or moving an object.
Crouching: Bending body downward and forward by bending leg and spine.
Climbing: Ascending or descending stationary objects.
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
Gripping/Grasping: Ability to apply pressure with fingers and palm.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Kneeling: Bending legs at knees to come to rest on knee or knees
Lifting: Moving objects weighing no more than 25 pounds from one level to another.
Pushing/Pulling: Ability to use upper extremities to exert force in order to press, draw, drag or haul objects in a sustained motion.
Reaching: Extending the hands and arms or other device in any direction.
Repetitive motions: Making frequent or continuous movements.
Sitting: Remaining in a stationary position.
Standing: Ability to sustain position for a period of time.
Stooping: Bending body downward and forward by bending spine at the waist.
Talking: Communicating ideas or exchanging information.
Walking: Ability to move to traverse from one location to another.

**NOTE: Currently, due to the COVID-19 pandemic, City professional staff may be required to work on site and or partially remote.**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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This job description is designed to indicate the general nature and level of work. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications required of employees assigned to this job. Duties and responsibilities may change at any time with or without notice.