



**POSITION OPEN**

**PLANNING & DEVELOPMENT DEPARTMENT  
ZONING AND LANDSCAPING INSPECTOR**

**Job Posting Date – June 26, 2023**

The City of Conway is accepting applications for the position of Zoning and Landscaping Inspector. This position performs professional work including, but not limited to, administering and enforcing the City’s Unified Development Ordinance (UDO) and the Historic Design Review Districts’ Community Appearance Guidelines; reviews applications for zoning permits, performs site inspections, investigates violations and/or complaints relating to zoning and/or tree preservation, reviews subdivision and commercial plans for compliance with applicable local, state, and federal codes and regulations, assists the City Arborist with administering and enforcement of Tree Preservation standards, prepares staff reports for tree appeals, assists in the review and issuance of tree permits, provides support to City staff as needed and performs other related job duties as assigned. Reports and works under the direct supervision of the Planning & Development Director. The City of Conway offers a great work environment and benefit package including South Carolina Public Employee Benefit Authority health insurance and retirement plans.

**Minimum Training and Experience:** An Associate’s degree from an accredited college or university with major course work in forestry, environmental science, urban planning or related field, substituted by two (2) years of experience and/or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess ISA Certified Arborist Certification, or ability to obtain within two (2) years of employment. A valid driver’s license is required for this position.

Entry level pay for this position is \$39,833.00

Interested persons should submit an application to Lynn S. Smith, Human Resources Director, P.O. Box 1075 Conway, SC 29528. Applications may be downloaded from the City’s website at [www.cityofconway.com](http://www.cityofconway.com) or obtained from Human Resources at 223 Main Street, Conway, SC 29526 or the SC Department of Employment & Workforce Center at 200-A Victory Lane Conway, SC. Must furnish a ten-year driving history at time of interview.

This position will remain open until filled.

**CITY OF CONWAY IS A DRUG FREE AND EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**