

GOSHEN TOWNSHIP
Job Description
For
Zoning Inspector

Hiring Range:	TBD not to exceed \$24,000	Classification:	Unclassified
Reports to:	Township Administrator	FLSA:	Non-Exempt
Posted:		Department:	Zoning
Working Hours:	TBD – Hours/Week/As Assigned	Status:	Part-Time

This is a public service job based in trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces.

ESSENTIAL FUNCTIONS:

Approve and issue all permits and applications and respond to zoning questions by public

Respond to Zoning commission, Board of Appeals, or Board of Trustee members in regard to all zoning matters

Work closely with Clermont County Planning Commission and Building Department in regard to all zoning matters

Maintain daily log book of permits and receipts

Create proper correspondence for any zoning matter

Place final decisions in permanent zoning files along with any other copies of any information pertaining to such zoning cases

Assign street address numbers in all new subdivisions and vacant property

Investigate violations

Assist the Administrator or Director of Community and Economic Development in court mediation and case filings for all legal actions associated with the enforcement of the zoning resolution

Attend Zoning Board and Board of Zoning Appeals (BZA) Meetings

OTHER DUTIES AND RESPONSIBILITIES:

Assist the Property Maintenance Code Enforcement Officer as needed with office/administrative duties, inspection follow ups and any cases/complaints that have both a Zoning and a Property Maintenance Code issue

Attend workshops or seminars related to duties performed

Any other duties as assigned by supervisor

QUALIFICATIONS:

Minimum requirements include completion of high school diploma or the equivalent; considerable experience (5-year minimum) in zoning code enforcement and program customer service support which support the desired knowledge, skill, and abilities; possession of a valid Ohio driver's license.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of: a) Township zoning resolutions; b) applicable State zoning laws; c) applicable County zoning laws; d) planning and zoning; e) economic development; and f) labor relations.

Demonstrate skill in: a) dealing effectively with public officials, co-workers, and the general public; b) office technology; c) interpersonal communication (written and verbal); and d) organizing.

Proven ability to: a) interpret and understand the Ohio Revised Code, zoning regulations, and procedures; b) maintain various zoning files; c) maintain financial records of receipts and expenditures; and d) make decisions and recommendations regarding all zoning matters.

TOOLS AND EQUIPMENT USED:

Motor vehicle, personal computers with related software, copiers, calculators, two-way radios, telephones, fax machines, and other office equipment related to this position.

PHYSICAL DEMANDS:

Ability to perform plan review, office related duties and access a wide variety of residential and commercial/industrial construction sites, building's and properties. (The majority of these sites and buildings are not completed and do not have a finished grade.) Perform field inspections over various topographic conditions, with slopes ranging from flat (0%-6%), to moderate (6%-12%), to severe (over 12%).

Ability to perform office related duties, Frequently required to sit and talk or hear, move and extend arms in a wide range of movements to reach for files, documents, publications, and equipment handles, and have the ability to grasp, hold various types of equipment, and at a minimum level operate a keyboard/typewriter.

Visually define, recognize, evaluate and differentiate objects, such as written information, messages, warning signs and safety hazards that may be encountered during field inspections.

Drive a motorized vehicle in all type of traffic and weather conditions.

Disclaimer:

The physical demands described 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 these essential functions. Also, this job description does not constitute an employment agreement between the employer and the employee, and it is subject to change by the employer as the needs of the employer and the requirements of the job change.

Effective Date: _____

Employee Signature: _____

Authorized by: _____

4/2016