

ZONING INSPECTOR

Classification

Part-time

Department

Administration

Definition

This is technical work in the enforcement of zoning and property maintenance codes, including Chapters 1111 through 1149 and Chapters 1305 through 1375.

Work involves reviewing zoning applications; issuing zoning permits; investigating, inspecting and enforcing zoning and property maintenance codes and also ensuring that all properties meet minimum standards. Work is performed under the supervision of the Village Administrator. Work will be coordinated and reviewed through reports and conferences.

Essential Functions

Inspects all area within the Village for obvious nuisance violations including weeds and debris, trash, junk vehicles, etc.; responds to specific citizen complaints/inquiries concerning violations.

Initiates contact in person, by telephone, or in writing to cite violations and to identify guidelines and time frames to bring violations into compliance; performs re-inspections to assure compliance.

Ensures that all residential rental properties are in compliance with village codes.

Communicates with the public either in person or by telephone concerning zoning, nuisance or property maintenance matters; reviews and processes various applications adherence to zoning codes.

Maintains records and files regarding inspections and violations; prepares staff reports as directed.

Maintains records of vacant properties.

Prepares information packets for Boards and Commissions and monthly Council report; or related functions.

Provides effective and efficient customer service and promotes and maintains responsive community relations.

Attends applicable meetings as necessary and/or directed.

Essential Functions and Minimum Qualifications

Graduation from high school (or GED); some experience in real estate, planning or other zoning related fields; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Considerable knowledge of the zoning and property maintenance ordinances, regulations and related codes. Knowledge of Zoning software.

Ability to inspect houses or sites and ascertain compliance with applicable codes.

Ability to tactfully enforce codes and regulations.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationship with other employees and the general public.

Possession of a motor vehicle and a valid Ohio Driver's license.