

NORTHFIELD CENTER TOWNSHIP

POSITION DESCRIPTION ZONING INSPECTOR

Job Title: Zoning Inspector for Northfield Center Township

Department: Zoning Department

Reports to: Director of Services - Tim Black

Pay Classification: Hourly/Part-Time

Summary:

The Zoning Inspector is responsible for the enforcement of adopted zoning and nuisance regulations through inspection of sites alleged to be in violation, ensuring that violations are brought into compliance, processing zoning certificate applications and certificates of occupancy, and maintaining records, files and zoning maps of the Township. Duties will include making recommendations to the Township Director of Services and Board of Trustees, Zoning Board concerning improvements and updates to the current zoning resolution and maps; Citing residents not in compliance and attending Court for enforcement; and assisting other Township and County departments with respect to matters concerning code enforcement, mapping, GIS, etc.

Supervision Exercised: Responds to Township Director of Services and Board of Trustees.

Required Knowledge and Duties

- Ability to read and understand residential/commercial/industrial site plans for zoning and land use compliance.
- Review and issue zoning certificate(s) when the provisions of the Zoning Resolution have been met or refuse to issue same in the event of non-compliance.
- Investigate and determine Zoning Resolution violations (including Maintenance Code violations), and take all necessary steps to remedy the violations. Including but not limited to sending courtesy letters to residents who are in violation.
- Issue stop-work orders when necessary.
- Identify, inventory, and monitor violation notices for non-conformity.
- Maintain all records necessary and appropriate to the office including applications, zoning certificates, inspections, zoning certificate denials, violations, and complaints.
- Update the official Zoning Map.
- Develop recommendations annually regarding Zoning Resolution or Map amendments; zoning fee structure; zoning forms; and propose solutions to any problem encountered in administering the Zoning Resolution.
- Coordinate the enforcement of the Zoning Resolution and codes with active cooperation with other agencies and Township Departments including the policing agency and Township General Counsel and/or Summit County Prosecutor's Office.
- Respond to all requests by the public or elected officials in a courteous and professional manner and within a reasonable amount of time.

- Conduct effective documented communications with permit applicants, related governmental agencies, businesses, or other Township Departments as necessary.
- Attend all Zoning Commission meetings and advise them of all matters pertaining to the enforcement, compliance, and amendments to the Zoning Resolution.
- Assist the Director of Services and the Board of Trustees in developing and maintaining the Comprehensive Plan (TBD).
- Ability to relate, communicate and interact with superiors, peers, co-workers, governmental officials, community organizations, contractors, developers, businesses, and the general public.
- Works closely with the Director of Services, Zoning Department, Residents, Summit County offices, Township Employees and Township Contractors.
- Ability to establish and maintain effective professional working relations with superiors, peers, co-workers, governmental officials, business owners and the general public.
- Perform plan review of residential and commercial/industrial construction project applications to determine compliance with applicable zoning provisions pursuant to the Northfield Center Township Zoning Resolution
- Conduct field inspections for all new construction and change of uses as well as patrol Northfield Center Township roads on a regular basis.
- Prepare materials for court prosecution as a result of summons, citations or warrants issued. Appear in court as a complainant or witness as required.
- Prepare and submit annual reports to the Director of Services and the Board of Trustees.
- Perform other duties and accept responsibilities as may be directed by the Board of Trustees.

Qualifications

- Must possess and retain a valid Ohio driver's license and be insurable through the Township's insurance carrier.
- Possess computer literacy including Microsoft Office, ESRI GIS mapping software and processing zoning applications.
- Ability to comprehend and correctly use a variety of informational and legal documents including reference books, manuals, requisitions, purchase orders, invoices, applications, plans, site plans, grading plans, blueprints, and other reports or records.
- Ability to prepare reports, letters, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information; ability to use independent judgment, common sense, and rational systems in the performance of tasks.
- Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices and departments.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a responsive, understanding, helpful and professional manner with coworkers, supervisors, and the general public.

- Comfortable speaking before groups and organizations.
- Excellent written and verbal communications skills.
- Detail oriented and must possess good organizational skills.
- Must possess a thorough knowledge of zoning laws and code enforcement concepts.
- Ability to interpret and understand all aspects of the Township zoning and nuisance regulations.
- Understand basic residential and commercial/industrial construction practices.
- Ability to read and understand site plans, survey plats and construction drawings, as well as other types of maps and development plans.
- Ability to communicate effectively, both in writing and verbally.
- Ability to establish and maintain cordial and effective working relationships.
- Ability to analyze issues and render difficult recommendations or decisions.
- Dependability and punctuality in attendance
- Ability to set forth positive professional image

Attendance

The Zoning Department office hours are 8:30 a.m. to 4:30 p.m., Three (3) days per week. Tools and Equipment Personal computer, Microsoft Office software applications, Zone Pro database software, GIS software, light meter, printers, copiers, microfiche plan scanner/printer, telephone, fax machine, calculator provided by Township including vehicle for inspections.

Physical Demands

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Primary functions require sitting at a desk to operate computers, complete paperwork, or answer telephones; sufficient physical ability and mobility to work in an office setting including standing or sitting for long periods of time; operate a vehicle; fine motor skills, stooping, bending, kneeling, crouching, climbing; see in the normal visual range with or without correction; hear in the normal audio range with or without correction.

Work Environment

Work is performed in a standard office setting with frequent interaction with the general public, property owners, and contractors. Work is also performed outside of the office on construction sites, or on property of complaints.

Experience:

Standard knowledge of construction industry and practices preferred Knowledge of applicable building and property maintenance codes preferred Construction or inspection experience preferred

Selection Guidelines

Completed formal application
In-person interview
Reference and background checks
Pass pre-employment drug and nicotine screening
Ability to be bonded

Equal Employment Opportunity Statement

Northfield Center Township provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Northfield Center Township complies with applicable state and local laws governing non-discrimination in employment in every location in which the Township has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Northfield Center Township expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Northfield Center Township employees to perform their expected job duties is not tolerated.