



Montgomery County
2700 Lyons Road, Miami Township, OH 45342

JOB POSTING

Position: Zoning Inspector
Status: Regular, Part-time, Non-Exempt
Job Location: Administration Building, 2700 Lyons Rd., Miami Township, OH 45342
Hours/Week: Generally, 8:30 AM to 2:30 PM, Monday through Friday (Flexible)
Not to exceed **1500 hours per year**
Wage: \$17.06 to \$21.65 DOQ
Benefits: Limited
How to Apply: Completed Application must accompany all resume materials.

POSITION SUMMARY

Under general supervision. Inspects properties for compliance with township zoning and property maintenance resolutions. Conducts investigations into complaints regarding zoning and property maintenance violations. Issues notices and other citations as necessary regarding violations and attends court and other hearings as required in the course of administering such violations and citations. Represents the department and Miami Township in a professional manner both in the office and the field. Researches and assists with changes to Miami Township codes and regulations, as well as researching state-level code changes. Reviews plans and applications as assigned for compliance with adopted codes and issues zoning certificates and other related documents. Conduct field inspections of new construction based upon approved plans to ensure compliance with the Miami Township Zoning Resolution and adopted codes; does related work as required. Provides staff support for Board of Zoning Appeals and Zoning Commission as assigned. This position requires considerable time spent in the field in varied weather conditions with regular driving to inspect areas and specific sites.

MINIMUM QUALIFICATIONS, EDUCATION AND EXPERIENCE

- *Bachelor's Degree* from an accredited college or university in Planning, Architecture, or similar formal discipline, or the equivalent combination of experience and training of two (2) years of equivalent full-time experience that provides the required knowledge, skills, and abilities. A minimum of six (6) years of full-time law enforcement experience will also be considered towards meeting the required experience.

JOB DUTIES AND RESPONSIBILITIES

Under general supervision of the Director of Community Development or their designee, the incumbent performs the following list of job duties for this position, including activities that must be performed efficiently, effectively, and safely in the execution of daily-required tasks. This list is intended to provide a general overview of typical duties and the complexity of the work to be performed by this position. It is not intended to be an exhaustive list of duties, responsibilities, or specific tasks, and other duties are typically assigned.

- Inspection, review, enforcement, and present duties in connection with planning document and zoning resolution requirements and any official conditions imposed by the Board of Trustees, Zoning Commission, and Board of Zoning Appeals.

- Review, inspect, and enforce zoning certificate conditions, development plans, sign permits, and other permits as issued by the department.
- Investigate zoning and property maintenance violations.
- Inspect quarry, sand, and gravel operations.
- Fieldwork involving physical labor is a recurring aspect of the position.
- Perform Inspections before, during, and on a continuing basis after completion of projects.
- Knowledge of Township planning and zoning ordinances and basic engineering principles.
- Performed work with latitude for limited technical determination and independent planning of work details.

ESSENTIAL FUNCTIONS OF POSITION

The following list of essential functions for this position includes activities that must be performed efficiently, effectively, and safely in the execution of daily-required tasks. This list is intended to provide a general overview of typical duties and the complexity of the work to be performed by this position. It is not intended to be an exhaustive list of duties, responsibilities, or specific tasks and other duties are typically assigned.

- Conduct plan review of construction project applications to determine compliance with applicable zoning provisions pursuant to Miami Township regulatory codes.
- Issue zoning certificates or denial notices for applications received.
- Conduct field inspections for all new construction and change of use for purposes of determining compliance with applicable zoning standards and certificates.
- Investigate possible zoning and property maintenance violations in response to public complaints or those observed while in the field.
- Prepare violation notices and orders for any construction project or property found in violation of the Miami Township zoning resolution and Exterior Property Maintenance Code.
- Administer, monitor, and complete all necessary paperwork required to document and complete tax assessments on nuisance abatement actions.
- Prepare materials for court prosecution as a result of summons, citations or warrants issued;
- Appear in court as complainant or witness as required.
- Conduct special surveys, including nonconforming uses, and prepare oral and or written reports on findings, including comparative statistics.
- Maintain complete and accurate record of all applications reviewed, inspections completed, and violation cases investigated.
- Assist the public by providing information on all applicable zoning provisions and procedures and provide referrals to the proper agencies.
- Discuss application procedures and review construction plans with builders, developers, and the public.
- Support the relationship between the Township and the public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and Township staff.
- Maintain confidentiality of work-related issues and Township information.
- Maintain public records pursuant to the Public Records Policy of Miami Township.
- Present reports and other findings to staff, boards, and the Zoning Commission.
- Maintain required attendance and present a professional appearance at all times.
- Responds to requests in a timely manner and meet required deadlines.
- Perform physical removal of items from public areas that are in violation of the zoning ordinances.
- Travel, which may include driving to and from public events, conferences, training seminars, meetings, and other similar functions and may also include travel on aircraft or other means of transportation.
- Utilize and wear required uniform for the position as assigned.
- Regular, reliable, and punctual attendance.
- Performs other duties as required or assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Fluent in the English language.
- Understand basic residential and commercial/industrial construction practices, including reading and understanding construction drawings and site plans.
- Operate modern office equipment including computer and mobile equipment.
- Operate a wide variety of equipment and tools in a safe and effective manner.
- Operate a motor vehicle safely.
- Possess strong organizational skills.
- Possess a high degree of public relations skills.
- Communicate effectively in verbal and written form.
- Deal effectively with unpleasant or hostile people.
- Learn and utilize GIS and other office software effectively and efficiently.

ESSENTIAL PHYSICAL ABILITIES

- Physically negotiate different types of terrain with proper mobility to control body direction (walk over curbs and obstacles, on gravel, over unimproved paths and roadways, on flat surfaces, tile, carpet).
- Exert force to elevate objects of varying weight and size (lifting equipment and tools).
- Extend arms in a wide range of movements (reach files, documents, publications, equipment handles).
- Safely maneuver both up and down a ten-foot (10') ladder.
- Dexterity to work with computers and other related equipment. Lift, position, and move – up to fifty (50) pounds without assistance and fifty-one (51) pounds or greater with assistance. Work effectively with others both internal and external to the position, including public relations and negotiating skills.
- Manipulate hands, fingers, and wrists or ability to duplicate the following activities (grasping, holding heavyweights, keyboarding, pushing buttons, and repetitive movements) by other means.
- Possess physical coordination and strength to remove signs, both in-ground and posted, using appropriate tools such as a crowbar and a hammer.
- Visual acuity to distinguish from short and long distances and define, recognize, evaluate and differentiate objects (seeing written information, review plans, messages, signs, warnings safety hazards).
- Auditory acuity to hear, differentiate and evaluate varying sounds (pager, radio, or communication equipment, safety warnings) from close and far distances.
- May have to work and operate in extreme temperatures and temperature changes (heat, humidity, below freezing, wind chill).

SUPPLEMENTAL INFORMATION

- The Zoning Inspector position is currently scheduled to work as outlined above. Schedules may change or be temporarily adjusted as the needs of the organization or personnel change.
- New employees are subject to a six (6) month probationary period pursuant to the Employee Manual of Miami Township.
- Performance evaluations will occur on an annual basis from the start date following successful completion of probationary or conditional status.
- Prospective employees must pass pre-employment, post-offer drug/alcohol screen.
- Prospective employees must pass a background check; which may include but not be limited to identity, professional license/education, employment history, and criminal.
- Employees must participate in random drug/alcohol screens during the course of employment; post-accident and reasonable suspicion screens as situation warrants.
- Employees in this position must maintain a valid Driver's License and maintain a driving record acceptable to the Township's insurance carrier during the course of employment.

INTENT AND FUNCTION OF JOB DESCRIPTIONS/CLASS SPECIFICATIONS

Job Descriptions or Class Specifications (Job Descriptions) assist Miami Township in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimum standard requirements to successfully perform the position's responsibilities and requirements. In no instance should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended to create employment contracts. The organization maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.