



Montgomery County, 2700 Lyons Road, Miamisburg, OH 45342

JOB DESCRIPTION

Position:	Full-time Planning Technician/Inspector, Community Development Department
Status:	Regular, Full-time, Non-exempt
Hours/Week:	40 hours per week, generally 8 AM to 4:30 PM (some night and weekend hours required on a monthly basis, minimum one weekend per month)
Salary:	\$19.33 to \$23.19 per hour: Seven Step Salary Range: Starting Rate DOQ
Benefits:	Yes

POSITION SUMMARY

The Planning Technician/Inspector, under direction of the Community Development Director and his/her assign, is responsible for providing planning support within the office and inspection services in the field. This is an entry level position of moderate complexity and involves interpretive judgment within prescribed standards with moderate opportunity for discretion and independent action. The work requires the exercise of independent judgment in the application of prescribed procedures and methods to routine operational matters. The work is performed with latitude for limited technical determination and independent planning of work details. This position is a zoning inspector position for purposes of performing compliance and enforcement actions related to the Miami Township Zoning Resolution and property maintenance standards. The Planning Technician/Inspector must possess the skills and abilities to readily address the public in a pleasant, consistent, and helpful manner.

JOB DUTIES AND RESPONSIBILITIES

The following list of job duties 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, as well as 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 non-conforming 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;
- 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;
- 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;

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.

- Ability to sit for prolonged periods (sit at computer terminal, workstation)
- Ability to effectively manipulate hands, fingers and wrists or to duplicate the following by other means (grasping, holding, keyboarding, repetitive movements)
- Ability to visually define, recognize, evaluate and differentiate objects (seeing written information, messages, signs, warnings, safety hazards)
- Ability to effectively communicate verbally (talk on telephone, in public, in person)
- Ability to receive audible messages and convey their meaning to others (listen on telephone, listen to directions)
- Ability to effectively apply logical/critical thought to a wide range of intellectual/practical problems (reason, create, initiate)
- Ability to effectively read and comprehend written communication (read memos, technical manuals, instructions and labels)
- Ability to prepare, compose and communicate by using written vocabulary or by recorded dictation (memos, instructions, correspondence, directions)
- Ability to 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).
- Ability to exert force to elevate objects of varying weight and size (lifting equipment and tools).
- Ability to extend arms in a wide range of movements (reach files, documents, publications, equipment handles).
- Ability to 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 heavy weights, 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 fair distances;
- May have to work and operate in extreme temperatures and temperature changes (heat, humidity, below freezing, wind chill).

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

- Maintain a valid Ohio Driver's License and maintain a driving record acceptable to the Township's insurance carrier during the course of employment
- Pass pre-employment drug/alcohol screen
- Participate in random drug/alcohol screens and for cause screens during the course of employment
- Pass a criminal background check
- Fluent in the English language
- Understand basic residential and commercial/industrial construction practices, including the ability to read and understand construction drawings and site plans.
- Possess strong organizational skills
- Possess a high degree of public relations skills
- Communicate effectively in verbal and written form
- Deal effectively with difficult and hostile people
- Ability to utilize GIS software and other office software effectively and efficiently
- Independent and self-driven
- Skill in typing, ability to read, spell, proofread
- Skill in the use of personal computers and office equipment
- Ability to compile information to prepare complex report documents
- Ability to file alphabetically, numerically and chronologically
- Ability to maintain records
- Organize
- Use the telephone system, mobile devices, and other equipment as assigned
- Ability to schedule and coordinate meetings and conferences
- Ability to interpret written material and communicate verbally
- Ability to verify data
- Ability to learn the policies and procedures of and the services provide by the department to which assigned
- Ability to exercise mature judgment and to make independent decisions in accordance with established policies and procedures
- Ability to establish and maintain effective working relationships with other employees and the general public
- Accuracy
- Tact
- Good judgment

MINIMUM EDUCATION AND EXPERIENCE

- Bachelor's Degree in Planning or similar formal discipline, or the equivalent combination of experience and training of a four (4) year degree that provides the required knowledge, skills and abilities.
- Valid Ohio Driver's License
- Must be able to pass background check and drug screening

SUPPLEMENTAL INFORMATION

Employees are subject to a six-month probationary period and then to an additional six-month conditional status pursuant to the Employee Manual of Miami Township. Performance evaluations will then occur on an annual basis following successful completion of probationary and conditional status.

This 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.

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 minimal 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 accommodation 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.