

Olmsted Township
Job Description

Title: ZONING INSPECTOR/CODE ENFORCEMENT OFFICER (Part Time)
Reports To: Building Department
Hours: TBD
Salary: DOQ

Purpose of the Position

As a member of the Building Department of Olmsted Township, the employee will conduct zoning inspections, keep detailed records, answer public inquiries, make interpretations of the Olmsted Township Zoning Resolution and Property Maintenance Code, and resolve complaints and violations of zoning, including participation in litigation proceedings, and work with the Olmsted Township Fire Department and Police Department to resolve issues of noncompliance. In addition, the employee will assist the Planning and Zoning Commission of Olmsted Township.

Responsibilities and Duties:

- Determine completeness of Zoning Applications
- Conduct field inspections to verify Zoning/Property Maintenance Compliance
- Maintain records of inspections
- Issue reports on inspections
- Investigate and determine Zoning/Property Maintenance Code violations
- Prepare Zoning/Property Maintenance violation notices
- Assist public in Zoning and Code Enforcement Issues
- Respond to inquiries by the public
- Maintain all necessary files and records of correspondence
- Assist Olmsted Township Fire Department and Police Department in property nuisance abatements
- Work with the Board of Zoning Appeals on appeals to the Zoning Resolution
- Other duties as assigned by the Building Official

Required Knowledge & Skills

- General computer knowledge (keyboard, mouse, Windows software)
- Database skills
- Public Relation skills
- Verbal and written communication skills
- Ability to deal effectively with difficult situations involving the general public
- Thorough understanding of Ohio Township Zoning procedures
- Understanding of Property Maintenance Issues
- Understanding of Olmsted Township Property Maintenance Code
- Strong organizational skills
- Ability to read and understand construction/site plans, blue prints (will train)
- Able to work independently or as a team with others
- Ohio Revised Code (ORC)
- Ohio Administrative Code

Qualifications

- Associates Degree in Construction Management, Planning or other appropriate related field
- Or
- Two (2) years experience in qualified area
- Valid Ohio Driver's License

Physical Demands

The work environment characteristics are representative of the position. While performing the duties of the position, the employee is frequently required to sit and talk or hear, use hands to touch, handle, hold, or operate tools, controls, objects, and reach with arms. The employee must occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include near and far vision and the ability to adjust focus.

Work Environment

The work environments of this position are representative of those an employee encounters while performed essential functions of the job. The duties of this job are performed in both a climate controlled office setting and out of doors in an uncontrolled setting.