

Zoning Inspector/ Code Enforcement Officer

Olmsted Township is accepting applications for a part-time Zoning Inspector/ Code Enforcement Officer. As Zoning Inspector, the successful candidate will implement zoning regulations per applicable state and local guidelines and requirements. The primary focus of the Code Enforcement Officer is to enforce all relevant regulations per applicable state and local guidelines and requirements. The Position serves to promote the maintenance of property values, re-force the standards of the community and provide for health, safety and preservation of quality of life standards of residents and businesses in the community.

Zoning Inspector/ Code Enforcement Job Responsibilities:

1. Ohio Revised Code/Township Master Plan for Land Use

The Zoning Inspector will be familiar with and able to reference the Ohio Revised Code, Title V, Chapter 19 on township zoning, the relevant sections of the International Property Maintenance Code adopted by Olmsted Township in 2012 and Master Plan for Land Use and attendant map and zoning regulations adopted in 2000 and amended in 2013.

The Code Enforcement Officer will be familiar with and able to reference the appropriate sections of the Ohio Revised Code that address nuisance abatement ORC 505.85, 505.86, 505.87, 505.87.1.

2. Job Responsibilities

The Zoning Inspector/ Code Enforcement Officer will:

- respond to complaints and concerns from residents and others
- perform site inspections on residential and non-residential properties deemed to be out of compliance with zoning and/or nuisance standards
- educate property owners about local zoning
- develop a system that provides necessary information and guidance to property owners
- provide consistent, fair and equal enforcement of the requirements and regulations as noted in the above basic documents.

The goal of the process is to gain compliance with established standards and regulations per the documents noted above and in keeping with community standards.

The Zoning Inspector/ Code Enforcement Officer will:

- prepare monthly reports with pertinent information regarding the number and nature of the zoning/nuisance complaints and status/resolution.
- meet with the Building Official, the Township Engineer and others in the process of identification and resolution of issues as well as the members of the Zoning Commission and Board of Zoning Appeals as needed to provide information on current issues.
- appear as a witness in judicial proceedings if efforts to gain compliance are not met.
- attend meetings of the Board of Trustees, Board of Zoning Appeals and/or Zoning Commission upon request.

3. Equipment and Office Access

The Zoning Inspector/ Code Enforcement Officer will:

- follow best practices by using an iPad and digital camera (date/ time stamp) provided by the Building Department to conduct inspections and provide documentation necessary for remediation of the zoning/

nuisance violation. He/she will be issued a badge, appropriate safety equipment and signage to be placed on the Township vehicle used in the process of inspection (vehicle provided).

- work from the Township Building Department with access to a computer, email, printer and voicemail. He/she will be well-versed and proficient in GIS mapping and retrieval of information from Cuyahoga County and other sites to secure appropriate information necessary for resolution of the issue/violation. He/she will set regular office hours to answer residents and business owner questions, and complete administrative work as well as schedule appropriate time in the field.

4. Record Keeping

- Recordkeeping is essential to the process. The Zoning Inspector/ Code Enforcement Officer will keep a detail organized file of the properties in question including legal identification of the property, nature of the zoning/ nuisance violation (cite the appropriate statute/code section), conversations with property owners and persons filing the complaint, determination, requested remediation, copies of letters and notices, and any maps, appropriate Cuyahoga County records, photos, renderings, drawings etc.
- If negotiation and remediation are not possible, the Zoning Inspector/ Code Enforcement Officer will work with the Township attorney, Building Official and others to prepare cases for legal action and meet with Cuyahoga County or Berea Municipal Court as appropriate. He/she will attend hearings, meet with the Board of Trustees and others as appropriate in the enforcement of the zoning and nuisance violations; he/she will provide a review of all current Township forms and letters to ensure they comply with best practices and ensure a legal, documented and fair process and enforcement.

The position requires:

1. Superior customer service skills to obtain compliance from property owners.
 2. Team oriented with a positive “can-do” attitude.
 3. Excellent written and oral communications skills.
 4. Computer literate: Microsoft Word, Excel and Access, iPad and Building Department software.
 5. Knowledge of or experience in zoning, real estate and land use.
 6. Attention to detail to include meticulous record keeping & research.
 7. Valid State of Ohio driver’s license; ability to be insured by the Township carrier.
 8. Experience as a Zoning Inspector/ Code Enforcement Official.
 9. Other duties assigned.
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This is a part-time position not to exceed 25 hours per week. Some training will be provided. Rate of pay: commensurate with experience.

How to Apply:

Log onto the Township website at www.olmstedtownship.org and download an application. Complete and attach with a letter of interest and resume and submit to the Olmsted Township Board of Trustees at 26900 Cook Road, Olmsted Township, OH 44138 or email jboyer@olmstedtownship.org.

Olmsted Township is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, age, or military or veteran status in accordance with federal law. In addition, **Olmsted Township** complies with applicable state and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities. Olmsted Township also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.