

## ZONING INSPECTOR

### General Purpose

Madison Township's Zoning Inspector (ZI) is authorized under Ohio Revised Code Section 519.16. The ZI works at the pleasure of the Board of Township Trustees (Board). The ZI is responsible for the oversight of all aspects of zoning.

### Supervisor

The ZI will work under the direction and authority of the Board and the Administrator. If the ZI receives conflicting orders or directives from individual members of the Board, the ZI shall discuss the conflicting orders or directives of the Administrator and will then follow the orders or directives of the Administrator.

### Essential Duties and Responsibilities

1. The ZI will oversee and direct all functions of the Zoning Department, to include supervising the Assistant Zoning Inspector(s), and Zoning Administrative Assistant(s).
2. The position of Township Zoning Inspector is a full-time position with typical office hours; Monday thru Friday, 8:00 am to 4:30 pm.
3. The ZI will attend all workshop and regular meetings of the Board, and will receive compensatory time for those meetings.
4. The ZI will attend all regular and workshop meetings of the Board, Board of Zoning Appeals, and Zoning Commission.
5. The ZI will serve in an advisory capacity to the Board, Zoning Commission and Board of Zoning Appeals in the adoption and revisions of text changes to the *Zoning Resolution*, rezoning of properties, variances/appeals, and Conditional Use requests.
6. The ZI will serve as the Township's representative to the Lake County Land Use & Zoning Committee, and when outside of normal business hours, will receive compensatory time for those meetings.
7. The ZI will review Residential / Commercial / Light Manufacturing site and construction plans for compliance with the Zoning Resolution.
8. The ZI will receive and process applications for zoning variances, Conditional Use Permits, the rezoning of properties, and issuance of zoning permits.
9. The ZI will conduct field inspections of footers or other zoning or administrative complaints as directed.
10. The ZI will keep and maintain detailed records of zoning activities, and maintain zoning files and correspondence.
11. The ZI will respond to public inquires in a timely fashion.
12. The ZI will make interpretations of the *Zoning Resolution*.
13. The ZI will resolve complaints and violations of the *Zoning Resolution*.
14. The ZI will prepare, review, and present text amendments and/or changes to the *Zoning Resolution*.
15. The ZI will issue various non-zoning administrative permits (Transient Vendor Permits, Road Opening Permits, and Driveway Culvert Permits) on behalf of the Board.
16. The ZI will work closely with the Township Solicitor and Police Department to resolve issues of non-compliance of the Zoning Resolution, *ORC Sections: 505.06 Abatement of building nuisances; 505.86, Removal, repair, or securance of insecure, unsafe buildings*

*or structures; 505.87 Abatement, control, or removal of vegetation, garbage, refuse, and other debris; 505.871 Removal of junk motor vehicle.*

1. The ZI will establish and maintain effective working relationships with government officials, employees, and the general public.
2. The ZI will understand and execute complex oral and written codes, Ohio Revised Code, Resolutions, the Zoning Resolution, and general instructions.
3. The ZI will be able to prepare clear and comprehensive reports.
4. The ZI will possess the ability to communicate and interact firmly, tactfully, and courteously with employees, peers, subordinates, and the general public.
5. The ZI will work with minimal supervision.
6. The ZI will monitor and direct several projects and subordinates at one time.
7. The ZI will be able to communicate, construct, understand, and follow oral and written instructions.
8. The ZI will be able to comprehend specifications or blueprints.

#### Nonessential Duties

1. Assist in the daily operations of the administrative offices as deemed necessary by the Administrator.

#### Desired Minimum Qualifications

1. Valid Ohio driver's license.
2. Associate's degree in planning, construction/project management, or other appropriate related field, or
3. Three years of experience in a qualified area.

#### Tools and Equipment Used

Modern Phone System, personal computer, copy machine, postage machine, fax machine, base radio, key calculator, camera, measuring devices.

#### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to clearly communicate through written and/or spoken words.
2. Ability to sit or stand for lengthy periods of time.
3. Ability to walk, sit, climb, balance, stoop, kneel, crouch, crawl, taste, smell, bend, twist, reach, crawl, ascend or descend stairs, grasp, reach, pull, or lift on a frequent basis.
4. Ability to lift or move heavy file boxes on an infrequent basis and the ability to lift a minimum of ten (10) pounds on a frequent basis.

#### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of the job, the employee regularly works in an indoor office setting. The noise level in the work environment is usually moderate. The temperature is typically

moderate. This position requires a large amount of data input and manipulation on a computer terminal.

The employee will on occasion be exposed to outside weather conditions, moving mechanical parts, wet and/or humid conditions and vibrations, high-precipitous places, occasional exposure to fumes, airborne particles, toxic or caustic chemicals, and the risk of electrical shock.

The duties and working conditions listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.