



**FAIRFIELD TOWNSHIP, BUTLER COUNTY, OHIO
ZONING DEPARTMENT
POSITION DESCRIPTION - ZONING INSPECTOR**

Job Title: Township Zoning Inspector
Department: Zoning Department
Reports to: Assistant Administrator
Pay Classification: Hourly/Non-Exempt

Summary: This professional employee will assist the Township Administrator in the administration and compliance of the Zoning Resolution. As Zoning Inspector duties will include a comprehensive understanding of the current zoning resolution and map, the ability to engage with residents and businesses professionally to resolve compliance issues, enforcement of adopted zoning and nuisance regulations through inspection of sites alleged, or found, to be in violation, ensuring that the violations are brought into compliance, processing zoning certificate applications and certificates of occupancy, and maintaining records, files and maps related to the zoning position.

Supervision Exercised: No regular supervision. Must be a self-starter.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: (other duties may be assigned)

- Assist Zoning Administrator with gathering and maintain current information on adopted township plans, demographic and land use statistical information, maintain township base maps and zoning maps systems .
- Conduct factual research and negotiate maintenance on abandoned properties
- Conduct meetings with property owners and developers and explain in common terms complex zoning regulations and procedures
- Maintain and program as needed Access database for permit tracking.
- Generate and create queries within Access database for permit statistical information as requested by Director
- Serve as administrator for Department Access database
- Issues zoning certificates or refusal notices for each application received
- Conduct field inspections for all new construction and change of uses for purposes of issuing final inspection 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 Fairfield Township Zoning Resolution
- Prepare materials for court prosecution as a result of summons, citations or warrants issued.
- 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
- Contributes and coordinate diversified activities and special projects related to Fairfield Township, as assigned by the Administrator, to assure consistency with community goals and objectives

Qualifications:

- Valid Ohio Drivers License
- Ability to understand basic residential and commercial/industrial construction practices
- Ability to read site plans, construction drawings and various other types of maps
- Possess strong organizational skills
- Ability to read site plans and various other types of maps and development plans
- Ability to communicate effectively, orally and in writing
- Ability to establish effective working relationships
- Possess computer literacy including Microsoft Office with the ability to learn Zoning Software Programs
- Dependability and punctuality in attendance
- Flexibility in schedule for weekend events such as Spring Clean Up Day
- Ability to set forth positive professional image
- Good mathematical skills
- Knowledge of or ability to learn basic zoning terminology
- Ability to originate routine correspondence
- Ability to work well with others and other agency officials
- Ability to organize groups of volunteers
- Ability to assist in planning of and running community events

Attendance:

The Zoning Department office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Holiday, personal, sick days and overtime hours are as instructed in the Fairfield Township Personnel Policy. Some flexibility and after office hours work may be required.

Tools and Equipment:

Personal computer, Microsoft Office software, Zone Pro database software, GIS software, light meter, printers, copiers, microfiche plan scanner/printer, telephone, calculator

Physical Demands:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is required to walk, sit, climb, balance, stoop, kneel, crouch, crawl, and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position requires frequent on-site inspections including in unimproved and off-road areas. The duties of this job are also performed inside a climate-controlled office setting.

Selection Process:

Applicants must submit cover letter, resume, and job application. Selection is based on the most qualified applicant determined by one or more in-person interviews. References will be checked.

The duties 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 to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

If applicant meets all requirements and characteristics as indicated in the job description, hiring may be contingent upon successful completion of drug and alcohol test and a driving record test pursuant to Township policy.

Equal Employment Opportunity Statement

Fairfield Township provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic

information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Fairfield Township complies with applicable state and local laws governing non-discrimination in employment in every location in which the Township has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Fairfield Township expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Fairfield Township employees to perform their expected job duties is absolutely not tolerated