



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

Job Title: Zoning Inspector
Department: Zoning Department
Reports to: Zoning Administrator
Pay Classification: Hourly/Non-Exempt (full-time)

Summary

The Zoning Inspector is responsible for the enforcement of adopted zoning and nuisance regulations through inspection of sites alleged to be in violation, ensuring that violations are brought into compliance, processing zoning certificate applications and certificates of occupancy, and maintaining records, files and zoning maps of the Township. Duties will include making recommendations to the Zoning Administrator concerning improvements and updates to the current zoning resolution and maps. May assist other Township and County departments with respect to matters concerning code enforcement, mapping, GIS, etc.

Supervision Exercised: No direct supervision

Essential Functions and Responsibilities: include the following; other duties may be assigned

- Physically investigate complaints alleging violations to Township zoning and nuisance regulations, documenting findings, taking photographs (as warranted for evidentiary purposes)
- Communicate with property owners and complainants concerning violations or allegations
- Prepare violation notices and orders for any construction project or property found in violation of the Fairfield Township Zoning Resolution
- Mediate correction of violations
- Respond to requests for confirmation of property zoning classification
- Issues zoning certificates or refusal notices for each application received
- Process certificate of occupancy applications by way of making site inspections
- Process zoning certificate applications by way of performing plan review and making site inspections, as warranted
- Prepare documents and correspondence regarding various departmental matters
- Prepare documents and serve as witness concerning court proceedings
- Attend Zoning Commission, Board of Zoning Appeals and/or Board of Trustees meetings, as warranted
- Assist in the preparation and processing of grant applications
- Prepares and present zoning cases to the Board of Trustees if directed
- Conducts meetings with property owners and developers and explain in common terms complex zoning regulations and procedures

- Conducts special projects for Trustees and Administrator
- Assist with GIS applications and serve as departmental GIS expert
- Conduct factual research and negotiate maintenance on abandoned properties
- Review all Township subdivision plats and attend all Butler County subdivision review meetings with developers and officials
- Maintain zoning database for permit tracking.
- Generate and create queries within Zone Pro database for permit statistical information as requested by Administrator
- Perform plan review of residential and commercial/industrial construction project applications to determine compliance with applicable zoning provisions pursuant to the Fairfield Township Zoning Resolution
- Conduct field inspections for all new construction and change of uses for purposes of issuing final inspection certificates
- 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

Qualifications

- Must possess and retain a valid Ohio driver's license and be insurable through the Township's insurance carrier.
- Possess high degree of computer literacy including Microsoft Office, ESRI GIS mapping software and Zone Pro zoning applications
- Associate degree from an accredited college or university preferred, or experience in code enforcement required.
- Excellent public relations skills, including ability to deal with persons under adverse conditions.
- Must possess a thorough knowledge of zoning laws and code enforcement concepts.
- Ability to interpret and understand all aspects of the Township zoning and nuisance regulations.
- Understand basic residential and commercial/industrial construction practices
- Possess strong organizational and mathematical skills
- Ability to read and understand site plans, survey plats and construction drawings, as well as other types of maps and development plans.
- Ability to communicate effectively, both in writing and verbally.
- Ability to establish and maintain cordial and effective working relationships.
- Ability to conduct complex research and prepare thorough reports.
- Ability to analyze issues and render difficult recommendations or decisions.
- Dependability and punctuality in attendance
- Ability to set forth positive professional image

Attendance

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

Tools and Equipment

Personal computer, Microsoft Office software applications, Zone Pro database software, GIS software, light meter, printers, copiers, microfiche plan scanner/printer, telephone, fax machine, 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. Must be able to physically inspect properties, including construction sites and structures, both finished and under construction, climb stairs, negotiate uneven terrain, work out of doors under extreme weather conditions. May be placed in hazardous environments or encounter fumes, odors and chemical hazards.

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. Some of the duties of this job are also performed inside a climate-controlled office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Selection Process

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

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 not tolerated.