



Fairfield Township, Butler County Ohio Zoning Internship

Job Title: Zoning Intern

Department: Zoning Department

Reports to: Zoning Administrator

Pay Classification: Hourly/Non-Exempt (full or part-time) \$10.00/HR

Summary: Fairfield Township is now accepting applications for a Zoning Internship position to assist Zoning and Administration Staff with field and office work. Current students majoring in urban planning, geography, GIS, Public Administration and related fields are encouraged to apply.

The intern will be involved in zoning, planning, mapping, and blighted properties projects during the summer months. Primary responsibilities will include investigating and following up on zoning complaints, creating and manipulating GIS layers, and processing zoning applications. Other responsibilities include attending zoning and planning meetings, writing reports and formal letters. Strong written and oral communication skills are also required.

Interns will work a flexible schedule (up to 25 hours a week) for up to 16 weeks.

Primary Responsibilities: include the following; other duties may be assigned

- Investigation of zoning and nuisance complaints; documenting findings, writing formal violation notices, and communicating with property owners.
- Review zoning certificate applications: plan review and site inspections, as warranted
- Assist with updating record keeping utilizing GIS
- Work with Butler County Engineer's Office to compile a digital database of final plans and record plats within Fairfield Township.
- Attend meeting and record minutes at Zoning Commission, Board of Zoning Appeals and Board of Trustees meetings, as needed.
- Assist in the preparation and processing of grant applications
- Assist with the Neighborhood Initiative Program's Hardest Hit Fund project, targeting blighted properties in Fairfield Township.
- Assist in the review of Fairfield Township subdivision plats and attend Butler County subdivision review meetings as needed
- Review residential and commercial/industrial construction plans to determine compliance with Fairfield Township Zoning Resolution
- Conduct field inspections for new construction and change of uses for purposes of issuing final inspection certificates
- Work with other Township and County departments as necessary
- Assist the public by providing information on all applicable zoning provisions and procedures, and provide referrals to the proper agencies

Qualifications:

- Currently majoring in urban planning, geography, GIS, public administration and related fields.
- Must possess and retain a valid Ohio driver's license and be insurable through the Township's insurance carrier.
- Proficient with Microsoft Office and ESRI GIS.
- Ability to interpret and understand all aspects of the Township zoning and nuisance regulations.
- Ability to read and understand site plans, survey plats and construction drawings, as well as other types of maps and development plans.

Attendance:

The Zoning Department office hours are 8:00 a.m. to 4:30 p.m. Position does not exceed 25 hr/week.

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 references to Zoning Administrator by 5/1/2018

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.