

Concord Township, Lake County, Ohio

JOB DESCRIPTION – Assistant Zoning Inspector

OVERVIEW

The Assistant Zoning Inspector, under the direction of the Zoning Inspector, performs a variety of tasks relating to Township zoning activities. The primary responsibilities are to enforce the zoning resolution by reviewing zoning permits and construction documents for zoning approval, conducting field inspections, keeping detailed records, answering public inquiries, making interpretations of the Concord Township Zoning Resolution, and resolving complaints and violations of various adopted Township resolutions.

PRIMARY RESPONSIBILITIES AND DUTIES

- Conduct field inspections for new construction to verify compliance with approved zoning permits, and to issue Certificate of Zoning Compliance
- Physically investigate complaints alleging violations to Township zoning regulations, documenting findings, taking photographs (as warranted for evidentiary purposes)
- Communicate with property owners and complainants concerning violations or allegations
- Prepare violation notices and warning letters for any properties in violation of the Zoning Resolution
- Review zoning permit applications for completeness and compliance with applicable Zoning Regulations. Issue Zoning Permits that comply with the Zoning Resolution
- Maintain complete and accurate records of all applications reviewed, inspections completed, and violation cases investigated
- Explain zoning regulations and permit application requirements with the general public, developers, engineers, etc. this includes applications for zoning permits, variances and appeals, conditional use permits, site plan review, design review, and zoning amendments
- Assist in the review of Site Plan Review applications for compliance with submission requirements
- Assist in conducting research on specific or general zoning and planning regulations and activities
- Assist in writing formal and technical reports, working papers and regulations, as assigned
- Attend Zoning Commission or Board of Zoning Appeals meetings, as required
- Performs other related duties as required by the nature of the position and as assigned by the Zoning Inspector
- Serve as a backup to the Zoning Inspector when not in the office

Concord Township, Lake County, Ohio

JOB DESCRIPTION – Assistant Zoning Inspector

REQUIRED KNOWLEDGE AND SKILLS

- The job requires knowledge of basic principles, practices, and procedures related to planning, development, zoning, and site planning.
- Strong computer skills with Microsoft office programs including Word, Excel and PowerPoint.

The job requires skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines to enforce zoning regulations in a professional manner.
- Strong customer service skills and the ability to gain the cooperation of others in sensitive or difficult situations.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated regulations and procedures.
- Organizing work, setting priorities, meeting deadlines, and following up on assignments with a minimum amount of supervision.
- Clear, effective, and audience-appropriate verbal communication.
- Preparing clear, concise, and audience-appropriate reports, correspondence and other written materials.

The job requires the ability to:

- Understand and interpret relevant Township zoning resolutions and recognize conditions which deviate from the regulations.
- Understand Ohio Revised Code in regards to Township Zoning enabling legislation.
- Effectively gather relevant facts through records research and inspection activity.
- Communicate effectively and tactfully with a wide range of individuals including engineers, other design professionals, attorneys, contractors, developers, elected officials, property owners, township staff, and the general public.
- Establish and maintain effective working relationships with a wide range of individuals.
- Read and understand surveys, maps, plans, and plats.
- Use both computerized and manual record systems to effectively record, update and organize information.
- Maintain electronic and paper records of the Zoning Department in accordance with the established public records retention policy.

EDUCATION AND EXPERIENCE

- One to two years of related work experience; or any combination of education, training and experience which provides the required knowledge, skills, and abilities necessary to perform the work

Concord Township, Lake County, Ohio

JOB DESCRIPTION – Assistant Zoning Inspector

- Must possess and retain a valid Ohio driver's license and be insurable through the Township's insurance carrier

WORKING CONDITIONS

This position requires frequent on-site inspections including unimproved and off-road areas. Some of the duties of this job are also performed in an office setting.

The office environment that the Assistant Zoning Inspector must be able to sit, stand, walk, stoop, crouch, reach, twist, pull, use hands, hear and distinguish sounds in a quiet setting and see acuity.

Out of office work involves driving to meetings, worksites and Township residences, where discussion about Township business will take place or physical inspections are conducted. There may at times be uneven or slippery terrain and inclement weather to navigate.