

VILLAGE OF ARCHBOLD

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:	Position Title: Zoning Inspector
Dept.: Engineering	Employment Status: Full-time
Reports to: Village Engineer	FLSA Status/Pay: Non-Exempt
Normal Hours: 8:00a to 4:30p	EEO Status: 03 – Technicians

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED) required; minimum of one (1) year of relevant experience and/or training in zoning, general building codes, administration and/or enforcement; or any combination of education, experience, and training which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license and must remain insurable under the Village's vehicle insurance plan.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Motor vehicle, measuring wheel, tape measure, calculator, computer, computer software (e.g., Microsoft Office, ArcGIS, Google products, etc.), mobile phone, fax machine, copier, scanner, telephone, and other standard modern business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., construction equipment); is exposed to possible injury from unclean or unsanitary conditions; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to extreme non-weather related heat or cold; exposure to hazardous driving conditions; this is considered light work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

Under general direction from the Village Engineer. The purpose of this position is to enforce the provisions of the Village Planning and Zoning Code and property maintenance standards, working collaboratively with the Village Engineer, Community Planning & Development Director and other Village officials. This position requires substantial field work handling code enforcement situations having direct interaction with residents, businesses, property owners, and the general public.

Date Adopted _____

Developed by:

Date Revised _____

Clemans, Nelson & Associates, Inc.

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POSITION DESCRIPTION

Employee Name:

Position Title: Zoning Inspector

- 1) Performs zoning code functions as guided by the zoning ordinance and regulations in a timely manner; provides and reviews zoning permit applications; interprets zoning code; obtains information on contractors or subcontractors; approves or disapproves applications; collects fees; maintains zoning permit filing system.
- 2) Investigates complaints of zoning non-compliance; conducts inspections; notifies violators; initiates and processes court actions; performs exterior maintenance and nuisance-related inspections; investigates complaints of unsafe/unsanitary structures; enforces regulations regarding existing structures.
- 3) Plan and attend monthly meetings and occasional special meetings of the Village Planning Commission, and other related meetings as may be needed such as variance hearings. Prepare agendas and support documents for scheduled Planning Commission and Zoning Board of Appeals meetings. Staff liaison for Planning Commission and Zoning Board of Appeals. Under guidance of the Engineer and Community Planning and Development Director, advises the Planning Commission of matters pertaining to the enforcement of Zoning as well as conditional use permits, appeals or variances. Organize and conduct public hearings that are part of the Village's planning and zoning process (i.e. variance hearings)
- 4) Maintain written log of all activities and time spent on tasks and issues monthly reports to Engineer and Community Planning and Development Director regarding activities and permits processed.
- 5) Assist Village Officials with planning initiatives and implementing the Comprehensive Plan.
- 6) Attends training and seminars, as necessary. Stay current on professional developments and technological advances in planning, zoning, building codes, and code enforcement through continued education. Attend safety training, conferences, workshops and seminars as required and/or approved by Village Engineer.
- 7) Maintain required licensure or certification, if any. Meet all job safety requirements and all applicable OSHA safety standards that pertain to essential functions. Demonstrates regular and predictable attendance.
- 8) Under proper guidance and training, operate ArcMap GIS, AutoCad, Engineering and Word Processing Computers and peripheral equipment such as printers, plotters and data communication equipment; records utilities, and addresses into GIS Mapping; notifies supervisor of errors, equipment stoppage, maintenance requirements, and makes recommendations for replacement of equipment and software and any training that is necessary; maintains utility maps, revise zoning maps and project files. Prepare maps and graphs for reports and presentations.

OTHER DUTIES AND RESPONSIBILITIES:

- (1) Perform other duties as assigned.

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POSITION DESCRIPTION

Employee Name:

Position Title: Zoning Inspector

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: General building and construction knowledge; Zoning Codes and enforcement; land use theory and practices. Knowledge of code enforcement responsibilities of state, county and local agencies. Office practices and procedures; *Village/department goals and objectives; *Village/department policies and procedures; *workplace safety practices and procedures; *personnel rules and regulations; computer programs (e.g., Microsoft Office, ArcGIS, etc.); community resources and services; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; drafting; land use planning; zoning and building codes.

Skill in: Skill in reading and understanding site plans, blue prints, maps and drawings. Skill in interpreting and following written and verbal directions. Skill in reading and understanding legal descriptions and technical data. Skill in maintaining records and planning and zoning files. Skill in computer operations; use of modern office equipment; motor vehicle operation; motor vehicle operation; customer service.

Ability to: Interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and records figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy records precisely without error; complete routine forms; prepare routine correspondence; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site; handle code enforcement situations both tactfully and impartially; read, analyze, and interpret plans, specifications, technical papers, financial reports, and legal documents; work with mathematical formulas, fundamentals of plane and solid geometry.

POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

Date Adopted

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Date Revised _____

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