

Zoning Inspector Position Description
Kingston Township, Delaware County, Ohio

| | | | |
|-----------------------|--|------------------------------|--|
| Job Title: | Zoning Inspector | Position Type: | Part-time |
| Work Location: | Zoning Department 9899 State Route 521 Sunbury, Ohio 43074 | Phone: | 740-524-0290 |
| | | Hours Work Per Month: | 30-35 Hours |
| Retirement: | OPERS Position | Hourly Pay Range: | \$20.00 - \$30.00 Based on Education & Experience |

Notification and Disclaimer

This position description is presented for informational purposes only and can be changed at any time by the Board of Trustees of Kingston Township (Board), with or without notice. This position description is not an employment contract, express or implied. The Zoning Inspector is an employee at-will, and either the employee or Kingston Township can terminate the employment relationship at any time for any reason or no reason. Kingston Township is an Equal Opportunity Employer.

Job Objectives

The Zoning Inspector (Inspector) is responsible for the consistent interpretation, administration and enforcement of the zoning codes, standards and regulations that promote public welfare/safety, conserve natural resources, govern improvements to buildings or property, and any other duties pursuant to Ohio Revised Code Sections 519.16 and 511.10 or as assigned by the Board. The Inspector is also responsible for assisting the Board, Zoning Commission, Board of Zoning Appeals and general public with Township land use and planning issues. This position relies on experience and judgement to plan and accomplish goals. The individual must be able to deal firmly, tactfully and courteously with Township representatives and the public. Work schedule may require flexible hours, including evenings and weekends to attend meetings and training. This is a part-time, non-exempt, non-bargaining unit position, and reports directly to the Board.

Job Requirements (Minimum Qualifications)

- Minimum age is 21 years old.
- Preference will be given to applicants that reside in Kingston Township; however, residence is not mandatory.
- Must possess a valid State of Ohio Driver's License and acceptable driving record, with constant maintenance of eligibility to operate a motor vehicle under the acceptability standards of the vehicle liability insurance carrier of Kingston Township.
- Must possess a reliable/insured motor vehicle for transportation to and from work, to perform inspections, and attend meetings within or outside the Township. Mileage will be reimbursed according to the amount established by the Internal Revenue Service annually.
- Must be eligible for fidelity bonding.
- Must satisfactorily complete a drug screen, physical exam, and background investigation if required by the Board.
- Must have a high school diploma or equivalent (GED). Preference will be given to applicants who have possess a degree from an accredited college or university, local

government and/or zoning experience, general knowledge of surveying, excellent writing and verbal communication skills or any equivalent combination of training and experience which allows the applicant to meet the essential job functions and responsibilities.

- Must have the ability to operate a variety of office equipment such as computer, copier, telephone, calculator, FAX machine, camera, small hand tools, ground probe, tape measure, measuring wheel, architect scale, engineer scale and other equipment necessary to perform duties.
- Must have experience using Windows and programs including Chrome, Microsoft Edge, Outlook, Word and others within the Office Suite, Adobe (PDF/Photoshop) and others.

Essential Job Functions (may not include all job duties performed)

- Institute and regulate consistent enforcement of the Kingston Township Zoning Resolution (Resolution).
- Investigate all complaints received concerning zoning violations in a timely manner. Keep a log of all complaints. Take all established procedural steps necessary to effect compliance with the Resolution. Document all actions and steps taken. Assists the Board with Nuisance Declarations made under their statutory authority.
- Work with the Township legal counsel on zoning questions, problems and opinions/litigation.
- Make field inspections to verify compliance with the Resolution as related to zoning permits, zoning violations and compliance with zoning orders.
- Answer in person or telephone zoning inquiries by the general public in a timely manner.
- Serve as liaison for the Zoning Commission and Board of Zoning Appeals, and attend and participate in all commission and board meetings.
- Advise individuals of proper procedures for obtaining a zoning approval including but not limited to a zoning certificate, a variance or a conditional use permit from the Board of Zoning Appeals, or obtaining rezoning requests initiated with the Zoning Commission. Receive and process applications as mandated by the Resolution or the Ohio Revised Code.
- Review and approve all land subdivisions and lot splits in compliance with the Resolution.
- Maintain regular office hours for the convenience of citizens, subject to approval of the Board.
- Attend zoning functions, training, and meetings outside of working hours as required including regular meetings, special meetings and work sessions of the Board.
- Submit monthly reports to the Board regarding all activity of the Zoning Office.
- Keep permanent records of all transactions, applications and permits issued or denied. Follow procedures established in the Records Retention Policy for disposal of documents.
- Maintain computer and/or paper zoning records according to requirements of the State Auditor, the Board or the Township Fiscal Officer.
- Maintain an up-to-date copy of the Resolution including Zoning Map and the Comprehensive Plan for the Township. Assist the Zoning Commission with updates to both documents as necessary including coordination with the Delaware County Regional Planning Commission.

- Collect all fees mandated by the Resolution, and process collected funds according to the requirements of the State Auditor and Fiscal Officer. Make recommendations to the Board regarding fee adjustment to insure fees are fair and reasonable/comparable.
- Prepares official letters and other correspondence, completes forms and develops reports regarding Zoning Office matters.
- Communicates with township officials and employees, developers, outside agencies and residents with respect and dignity, and in a professional business-like manner.

Non-Essential Job Functions

- Serves as a representative of Kingston Township when attending conferences, training and other events within or outside the Township.
- Represents the Township at Delaware County Regional Planning Commission meetings if assigned by the Board.
- Conducts and attends meetings in person or remotely.
- Writes receipts and deposits funds collected by the Zoning Office.
- Performs other duties as assigned by the Board.
- Use Delaware County Auditors and Recorders website search features and tools to determine property ownership, lot dimensions, outstanding property liens, and other information.

Knowledge, Skills & Abilities

- Define and solve problems, collect data, establish facts, draw valid conclusions using judgement, and analytical skills.
- Read, comprehend and interpret zoning resolution and comprehensive plan text, site plans, survey documents and blue prints/construction drawings.
- Possess and demonstrate strong leadership and judgement, conflict management skills and effective decision making abilities.
- Handle sensitive inquiries from and contacts with elected officials, developers and the general public.
- Work effectively with residents who may be upset, distraught, irate, emotional or otherwise unable to function within the reasonable range of constructive behaviors.
- Be self-directed and well organized.
- Organize and maintain large volumes of information and paperwork.
- Observe safety oriented occupational and work habits.
- Effectively plan independently and in collaboration with internal staff and outside agencies.
- Schedule work to achieve time critical objectives working independently or with others.
- Provides quality customer service to internal and external customers; maintaining a positive working relationship with elected and appointed officials, supervisors, co-workers, government agencies, developers, residents of Kingston Township and other individuals.

Difficulty Of Work

Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, regulations and procedures. Performs self-evaluation of work in process and

upon completion to ensure accuracy, thoroughness, high quality of service and desired results obtained. It must be understood that errors in work may affect the work of others, may require the diversion and expenditure of time and resources to correct and may cause fiscal sanction against the Township.

Responsibility

The Board provides general guidance allowing the Inspector the ability to plan the procedures and methods to attain objectives. The Inspector makes choices and decisions without supervisory input on most daily activities and operations such as scheduling appointments, establishing priorities, making referrals to other agencies, developing contacts with businesses and agencies, and forming collaborative relationships with other service providers in the county.

Physical Effort And Work Environment

The physical requirements of the position are identified as sedentary work which may require the lifting of up to fifty (50) pounds and the use of a step ladder to change light bulbs and equipment batteries. The physical activity of the position is talking, hearing, listening, reaching, lifting, climbing and walking on both level and unlevel surfaces. The Inspector must be able to see at close distances and beyond arm's reach. The minimum work conditions for this position indicate that the individual will be subject to temperatures less than 32 degrees or more than 90 degrees for an hour or more. The job involves office work, meetings and field work with travel throughout the township and county.