

# VILLAGE OF SOUTH RUSSELL

An Equal Opportunity Employer

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## POSITION DESCRIPTION

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<b>Employee Name:</b>		<b>Position Title:</b>	Zoning Inspector
<b>Class Number:</b>		<b>Class Title:</b>	Zoning Inspector
<b>Dept./Div.:</b>	Zoning Department	<b>Employment Status:</b>	Part-time
<b>Reports to:</b>	Mayor and Council	<b>FLSA Status:</b>	Non-exempt
<b>Normal Hours:</b>	As needed	<b>EEO Status:</b>	03 – Technicians

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**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, building administration and/or enforcement; or any combination of education, training, and/or experience 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; must maintain insurability under the Village's vehicle insurance policy.

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

Motor vehicle, calculator, computer, mobile phone, fax machine, copier, scanner, telephone, and other standard modern business office equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

Employee has exposure to chemicals commonly found in an office environment (e.g., ink, toner, correction fluid, etc.); ascends and/or descends stairs; has contact with potentially violent or emotionally distraught persons; may be exposed to irate or emotionally distraught individuals; works in conditions requiring long periods of sitting and computer work that may cause problems and/or irritate back, neck, and wrists; exerts up to fifty (50) pounds of force occasionally, and/or a negligible amount of force frequently while lifting, carrying, pushing, or pulling objects (e.g., file boxes, records, etc.).

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

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:

30% (1) Performs zoning code and existing structures code administrative functions; reviews zoning and building permit applications; interprets zoning code and existing structure code; obtains information on contractors and sub-contractors; approves or disapproves applications; collects fees and files with the Village Fiscal Officer; investigates complaints of non-compliance; conducts inspections; notifies violators; initiates and processes court actions; performs exterior maintenance inspections; investigates complaints of unsafe/unsanitary structures; enforces regulations regarding existing structures code and industrial restrictions.

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- 30% (2) Communicates with architects, attorneys, property owners, and other members of the general public regarding zoning and existing structure code matters; contacts newspapers and local residents as required by zoning and existing structure regulations; coordinates inspection activities with other enforcement agencies; receives and responds to routine inquiries in person or via telephone; provides assistance to general public regarding zoning or existing structure matters; confers with Village Legal Counsel, Mayor, and Village Council regarding zoning and existing structure issues.
- 20% (3) Maintains zoning and existing structure code filing system; develops and issues notices and correspondence necessary to enforce the Village's zoning and existing structure regulations; develops and makes available permit applications; obtains complete information including federal ID numbers for contractors and subcontractors submitting permit applications.
- 10% (4) Attends all planning commission and board of zoning appeals meetings; provides testimony at board of zoning appeals or in court of law regarding alleged violations of the Village's zoning or existing structure regulations or any other matters related to the Zoning Inspector's duties or responsibilities.
- 5% (5) Maintains written log of all activities and time spent; keeps Mayor advised of current actions; works with personnel from other Village departments as necessary.
- (6) Attends meetings, as directed; attends training and seminars, as necessary.
- (7) Maintains required licensure and certifications, if any.
- (8) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (9) Demonstrates regular and predictable attendance.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

- 5% (10) Performs other duties as required.

#### **MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

**Knowledge of:** office practices and procedures; \*Village/department goals and objectives; \*Village/department policies and procedures; \*workplace safety practices and procedures; \*personnel rules and regulations; computers and 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; principles and practices of zoning and zoning enforcement.

**Skill in:** computer operation; use of modern office equipment; 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 plans and specifications; multi-task.

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### POSITIONS DIRECTLY SUPERVISED:

None.

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(Signature of Appointing Authority)

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(Date)

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(Signature of Employee)

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(Date)

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