Recruitment Open Until Filled

THE POSITION:
Washington Township, Montgomery County, Ohio, is seeking a motivated and dynamic professional for the Zoning Inspector position within the Township’s Development Services Department. Under the direction of the Development Director, the position is responsible for enforcement of the Zoning Resolution, Property Maintenance Code and Nuisance Abatement Resolution; engagement with the public to process zoning complaints, applications, and appeals; staff support to the Board of Zoning Appeals and other volunteer groups; and maintaining all files and other administrative procedures relating to zoning related tasks. Under general supervision, the Zoning Inspector is a professional position with a high degree of independence and responsibility for assuring compliance of Township zoning regulations.

QUALIFICATIONS:
The ideal applicant will have excellent administrative, organizational, customer service and communication (oral and written) skills; familiarity with Township and County resolutions and standards; a high level of proficiency in office computer applications and word processing; and the ability to deal effectively with all levels of staff, Township officials, police, and the general public. Candidates should possess the ability to plan, organize and effectively complete the work of the Development Services Department in a wide variety of administrative and operational duties; capacity to react quickly, calmly and with good judgment; analyze, appraise and organize facts, information, and recommendations; reach sound objective and conclusive decisions; prepare clear, concise and comprehensive reports and presentations; establish and maintain good rapport with associates, officials, news media, citizens; ability to maintain complex records and prepare reports from such sources; ability to make routine decisions in accordance with laws, resolutions, regulations, and established policies; good judgment; tact and courtesy; ability to get along well with others. Regular and predictable attendance is required. Must possess and maintain a valid driver’s license and remain insurable under the Township vehicle insurance plan.

Minimum qualification requires an associate degree related to Planning, Public Administration, or equivalent experience in inspection and/or office work. Preference for additional education and experience as well as background in zoning, public works, law enforcement or other related field is desirable.

APPLICATION PROCEDURE:
In addition to the online application, you must attach the following materials for it to be considered a complete application: cover letter, resume, certifications, college degree and if applicable, a full copy of any military discharge paperwork.

Must possess and maintain a valid driver’s license and remain insurable under the Township’s vehicle insurance plan.

COMPENSATION & BENEFITS:
Salary range is $50,565 to $66,518 and is a non-exempt, non-union position. Entry rate is contingent upon candidate’s experience, qualifications, and related skills, knowledge, and ability. Excellent benefits.

APPOINTMENT PROCEDURE:
Selection process includes a review of all submitted materials. Appointment procedure may include written/video tests, assessment centers, interviews, and polygraphs. Candidate will be required to complete a criminal and personal background check and a driver’s license review. Appointment procedure will be based on the number of qualified candidates.
ZONING INSPECTOR

Employment Status: Full-Time and Part-Time
FLSA Status: Non-Exempt
Reports To: Development Director

Approved: September 1, 2010
Revised: September 24, 2021
Reviewed: September 24, 2021

JOB SUMMARY

Under the direction of the Development Director, enforces the zoning resolution, property maintenance code and nuisance abatement resolution for Washington Township.

REPRESENTATIVE LIST OF RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Works with the public to process zoning applications and appeals, property maintenance and nuisance abatement complaints.
- Completes field inspections of new construction, signs and other activities associated with regulation enforcement.
- Completes field inspections, enforces and prepares reports for nuisance abatement program and property maintenance code as assigned.
- Completes field inspection of site plans approved by Board of Zoning Appeals, Zoning Commission and Board of Township Trustees, as assigned.
- Assists with maintaining all files and other administrative procedures relating to zoning, property maintenance and nuisance abatement cases.
- Maintains files of site plans as approved by the Board of Zoning Appeals, Zoning Commission and Board of Township Trustees.
- Prepares and submits evidence for court cases and files court action, as directed.
- Uses a personal computer and related software programs to create spreadsheets, reports and correspondence.
- Provides excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.
- Promotes, gets along and works in a harmonious relationship with others.
- Attends meeting and trainings.
- Other duties as required.
REQUIRED EDUCATION AND EXPERIENCE

- Associate degree in Planning, Public Administration or related field.
- Any combination of training or experience which provides the necessary knowledge, skills, and abilities may be accepted.

PREFERRED EDUCATION AND EXPERIENCE

- Bachelor’s Degree in Planning, Public Administration or related field.
- Two (2) years or more of work experience in planning, regulation enforcement including inspection duties or related work environment.
- Law enforcement experience.

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- Associate degree in Planning, Public Administration or related field.
- Ability to obtain CPR, AED and First Aid certifications, as job assignment requires.
- Knowledge of general planning and zoning concepts.
- Knowledge of standard zoning, property maintenance code and nuisance abatement standards.
- Ability to visually inspect construction sites, site plans and signs for compliance with zoning, property maintenance and nuisance abatement regulations.
- Ability to file site plans, zoning certificates and other zoning records.
- Ability to read and understand site plans.
- Ability to respond to routine inquiries from public and/or officials and understand a variety of written and/or verbal communications.
- Knowledge of Ohio zoning/building code, regional planning, zoning and/or property maintenance regulation enforcement procedures and structural design principles.
- Effective project and public records management.
- Strong customer service and inter-personal skills.
- Ability to interpret extensive variety of technical material in books, journals, and manuals.
- Applied knowledge of pertinent federal, state and local regulations.
- Ability to carry out instructions provided in written, oral or graphic form.
- Ability to prepare professional and accurate correspondence and documentation.
- Ability to make proper decisions in a timely manner.
- Ability to effectively and professionally represent the Township while speaking before groups.
- Proven ability to exercise considerable independent judgment and discretion in carrying out daily operations in support of the department.
ZONING INSPECTOR

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES (CONTINUED)

- Excellent oral communication and presentation skills. Must be able to listen attentively, organize thoughts, speak and write clearly and professionally, and comprehend written documents.
- Ability to perform basic mathematical computations.
- Reads, writes, and edits reports and correspondence.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.
- Ability to comply with all Township and job specific safety requirements.
- Ability to work other than normal working hours as necessary.
- Must have a valid driver’s license and remain insurable, without penalty or surcharge, under the Township's vehicle insurance plan.

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- Associate degree in Planning, Public Administration or related field.
- Maintains CPR, AED and First Aid certifications, as job assignment requires.
- Thorough knowledge of Washington Township’s zoning resolution, property maintenance code and nuisance abatement program.
- Demonstrated ability to investigate and enforce the Township’s zoning, property maintenance and nuisance abatement violations.
- Maintains zoning division records, as assigned.
- Demonstrated ability to exercise considerable independent judgment and discretion in carrying out daily operations of the Township.
- Be knowledgeable of and follow departmental policies and procedures.
- Any other skills, and abilities and knowledge required as the job changes.

PHYSICAL REQUIREMENTS

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 35 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
- Ability to reach over shoulders.
PHYSICAL REQUIREMENTS (CONTINUED)

- Must have good eyesight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain, as required.
- Frequent sitting, as required.
- Moves about in close quarters and areas.
- Steps vertically three feet to enter a Township vehicle.
- Any other physical requirements as job changes