

Title: **ZONING INSPECTOR**

Reports To: Board of Trustees

Hours: TBD

Salary: TBD

Purpose of the Position

As a member of the Zoning Department of Etna Township, the inspector will review site and construction plans, issue zoning permits, conduct field inspections, keep detailed records, answer public inquires, make interpretations of the Etna Township Zoning Resolution and resolve complaints and violations of the codes.

Responsibilities and Duties:

- Perform plan review of residential /commercial site plans for Zoning Compliance
- Determine completeness of Zoning Applications
- Issue Zoning Permits
- Conduct field inspections
- Maintain records of inspections
- Issue reports on inspections
- Investigate and determine Zoning violations
- Prepare Zoning violation notices
- Assist public in Zoning and Code Enforcement Issues
- Respond to inquiries by the public
- Maintain all necessary files and records of correspondence
- Assist with property nuisance abatements.
- Work with the Board of Zoning Appeals on appeals to the Zoning Resolution
- Flag traffic as needed
- Plow snow as needed
- Other duties as assigned by the Board of Trustees

Required Knowledge & Skills

- General computer knowledge (keyboard, mouse, Windows software).
- Public Relation skills.
- Verbal and written communication skills
- Ability to deal effectively with difficult situations involving the general public.
- Thorough understanding of Ohio Township Zoning procedures.
- Strong organizational skills.
- Ability to read and understand construction / site plans, blue prints.
- Able to work independently or as a team with others.
- Ohio Revised Code (ORC)

Qualifications

Three (3) years experience in qualified area.

Valid Ohio Drivers License

CDL or ability to obtain CDL within 90 days of start date

Resumes must be received by **March 18, 2017 @ 9:00 A.M.**

Send Resumes to: Etna Township, 81 Liberty Street, Etna, Ohio 43018

Attn: Mr. Walter Rogers, Fiscal Officer

or e-mail to: wrogers@etnatownship.com