

Etna Township, Licking County, Ohio  
Zoning Inspector

Department: Zoning Department  
Reports to: Township Administrator  
Pay Classification: Hourly/Non-Exempt (full-time) Position is open until filled.

Salary Range: \$25.00 to \$35.00 per hour depending on qualifications

Etna Township is now accepting applications for a Zoning Inspector. Primary responsibilities will include investigating and following up on zoning complaints, processing zoning certificate applications, reviewing development plans and updating the comprehensive land use plan. Other responsibilities include attending planning and zoning meetings and writing reports and formal notices. Strong written and oral communication skills are required.

Education and Work Experience:

Bachelor's degree in Urban or Regional Planning, Civil Engineering or Public Administration; or 2-5 years years experience in zoning code enforcement or related area of work or any combination of education, training, and work experience which provides the required skills to perform the essential functions of the job. Experience working with local government is highly preferred including proficiency with Microsoft suite, iWorq zoning software, and GIS.

A valid Ohio Driver License with an acceptable driving record and personal automobile is required.

Interested applicants should send a cover letter and resume to: Gary Burkholder at [gburkholder@etnatownship.com](mailto:gburkholder@etnatownship.com) and [office@etnatownship.com](mailto:office@etnatownship.com) The position is open until filled. Visit [etnatownship.com](http://etnatownship.com) for a full job description or call Etna Town Hall with questions at (740) 927-7717.

Primary Responsibilities: include the following and other duties as assigned.

- Investigation of zoning and nuisance complaints; documenting findings, writing formal violation notices, and communicating with property owners.
- Review zoning certificate applications: plan review and site inspections, as warranted.
- Assist with update of Comprehensive Plan
- Assist with updating record keeping utilizing GIS
- Attend meetings and record minutes at Zoning Commission and Board of Zoning Appeals meetings, as needed.
- Assist in the preparation and processing of grant applications

- Assist in the review of Etna Township subdivision plats and attend Licking County subdivision review meetings as needed
- Assist in the review of residential and commercial/industrial construction plans to determine compliance with Etna Township Zoning Resolution
- Conduct field inspections for new construction and change of uses for purposes of issuing final occupancy certificates
- Work with other Township and County departments as necessary
- Assist the public by providing information on all applicable zoning provisions and procedures and provide referrals to the proper agencies.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position requires frequent on-site inspections including in unimproved and off-road areas. Some of the duties of this job are also performed inside a climate-controlled office setting.

- The Zoning Department hours are 8:30 a.m. to 5:00 p.m. Monday through Friday.
- Ability to work other than normal working hours to attend various meetings and events.

## Equal Employment Opportunity Statement

Etna Township provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. Etna Township complies with applicable state and local laws governing non-discrimination in employment in every location in which the Township has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.