



## Etna Township Zoning and Code Enforcement Inspector

<b>SALARY</b>	\$25.00 - \$35.00.00 Hourly Dependent on qualifications	<b>LOCATION</b>	Town Hall - 81 Liberty St. Etna, OH 43018
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	2024-01
<b>DEPARTMENT</b>	Zoning	<b>DIVISION</b>	Zoning
<b>OPENING DATE</b>	04/01/2024	<b>CLOSING DATE</b>	Until Filled
<b>FLSA</b>	Non-Exempt	<b>BARGAINING UNIT</b>	N/A

### Description

Under the direction of the Planning and Zoning Administrator. The Zoning and Code Enforcement Inspector assists in the review and approval of non-major zoning permits with the interpretation of zoning codes under the direction of the Planning and Zoning Administrator. Communicates with staff and outside consultants, regarding permit applications and issuance; buildings and properties within the jurisdiction to ensure compliance and zoning ordinance, and related state and/or local regulations.

### Examples of Duties

- Reviews and may approve all non-major project permits (i.e., fence, sheds, driveway, sidewalks, etc.) on residential properties as assigned by the Planning and Zoning Administrator
- Reviews and may approve signage within the township.
- Conducts limited final inspection of work performed/completed for zoning compliance on projects requested by the Planning and Zoning Administrator
- Interprets various zoning code, answers questions, regarding same under the direction of the Planning and Zoning Administrator
- Assist with the enforcement of zoning codes of Etna Township.
- Prepares and maintains various work-related documents.
- Schedules and performs all follow-up necessary to gain compliance with zoning code including letters, applications, inspections, citations, calls, meetings, discussions and negotiations.
- Explain zoning code to members of the general public, contractors, business owners in the office or on the telephone.
- Prepare a variety of written reports, memos and correspondence, maintaining accurate documentation and case files on all permit applications, and other job-related activities.
- Receives and responds to routine inquiries in person or via telephone.
- Provides assistance to general public regarding zoning on existing structure matters; confers with Planning and Zoning Administrator regarding zoning matters/issues.
- Performs other related duties as assigned.

## Typical Qualifications

- Associate degree in City Planning; Architecture; Civil Engineering Technology; Construction Management, Geographic Information Systems (GIS), Landscape Design, Real Estate, or other relevant field.
- Preferred - Bachelor's degree in City Planning, Architecture, Civil Engineering Technology, Construction Management, Geographic Information Systems, Landscape Design, Real Estate, or other relevant field.
- Relevant paraprofessional experience (planning, architecture, civil engineering, construction management, geographic information systems, landscaping, real estate, or other relevant experience preferred), or any equivalent combination of education and experience.
- One (1) years' experience in related field
- Any combination of education, training and experience with provides the required knowledge, skills, and abilities to perform the essential functions of the job.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license and must remain insurable under the City's vehicle insurance plan.

## Supplemental Information

### REQUIRED ATTRIBUTES:

- Outstanding communication skills, both verbally and written
- Reliability and positive attitude, with a self-starter mentality
- Able to plan long term, but readily adapt to daily changes in circumstance
- The ability to interact with the public in a positive, professional manner
- Able to multi-task and determine priorities quickly on a daily basis
- Make critical decisions quickly and rationally in situations that demand immediate attention
- Able to work outside in a variety of weather conditions
- Able to lift and move supplies up to 30 pounds
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Performs other duties as required

### Agency

Etna Township, Licking County, Ohio  
Send resume and cover letter to:  
Attn: Gary Burkholder, Board President  
etnatownship@etnatownship.com

### Address

81 Liberty St.

PO Box 188  
Etna, OH 43018-0188

### Phone

740-927-7717

### Website

etnatownship.com

### Email

office@etnatownship.com