

PERRY TOWNSHIP ASSISTANT ZONING INSPECTOR

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES

Appointed to perform duties of a zoning inspector pursuant to Ohio Revised Code section 519.16 and 511.10. Responsible for the day-to-day administration, interpretation, and enforcement of the Perry Township Zoning Resolution. Review of development projects for short and long range planning in harmony with strategic goals of the township.

Reports To

The Assistant Zoning Inspector shall serve at the pleasure of the Perry Township Board of Trustees and under the general supervision of the Zoning Inspector.

Job Overview

Appointed to assist with the duties of the zoning inspector pursuant to Ohio Revised Code Section 519.16. Responsible for the day-to-day administration, interpretation and enforcement of the Perry Township Zoning Resolution, including but not limited to inspection of nuisance violations, compliance oversight, review and processing of permit applications, maintaining records and files and assisting with regular review and updates of the zoning resolution.

Responsibilities and Duties

- Maintains scheduled office hours, subject to direction of the Board of Trustees.
- Enact consistent enforcement of the Zoning Resolution and Residential/Commercial Property Maintenance regulations.
- Assist with investigation of complaints concerning Zoning and Residential/Commercial Property Maintenance violations. Conduct on-site inspections as necessary to carry out enforcement as authorized under the ORC.
- Work with township legal counsel (under the supervision and guidance of the zoning inspector) on zoning questions, problems, opinions, litigation and other legal matters.
- Coordinate weekly, biweekly or monthly written reports with the zoning inspector for the Board of Trustees.
- Work alongside Department Heads and/or County and State agencies who may assist with Perry Township zoning matters.
- Prepare violation notices and mail or post directly to property address in a timely manner.

- Attend Board of Trustees, Zoning Commission, or Board of Zoning Appeals meetings when the Zoning Inspector is unable to attend.
- Assist in processing zoning permit applications.
- Assist with/participate in special projects for the Trustees.
- Conduct research and make recommendations to Board of Trustees for abatement of blighted residential and commercial properties.
- Assist with follow up inspections of all approved zoning permit projects for conformance.
- Contribute articles to quarterly township newsletter.
- Submit monthly permit and nuisance/assessment reports to the county recorder's office.
- Oversee mowing contractors and grass abatement during each mowing season.

Qualifications

- Must possess a valid Ohio driver's license and be insurable through the township's insurance carrier.
- Possess a high degree of computer literacy including Microsoft Office, Word, Excel, etc.
- A minimum of 1 year of experience in zoning, code enforcement or construction trades.
- Excellent public relations skills, including the ability to deal with persons under adverse, stressful conditions.
- Effective verbal and written communicator.
- Must be able to understand, interpret and apply zoning regulations to residential and commercial projects.
- Possess strong organizational skills.
- Must be able to perform basic math.
- Ability (but not mandatory) to read site plans, blue prints, survey plats and construction drawings is preferred.
- Ability to read applications, do research, issue permits, and create reports.
- Effective in creating and maintaining professional, cordial working relationships with coworkers and other department personnel.

Attendance

The Zoning Department office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday. After hours or weekend events as directed by the Board of Trustees. Holiday, personal, sick days, and overtime hours are as instructed in the employee handbook.

Tools and Equipment

Personal computer, desktop computer, Microsoft Office software applications, iWorQ cloud based database software, county auditor GIS parcel viewer, camera, township vehicle (provided by the township).

Compensation

Salary: \$52,000 (starting) plus benefits

This job description reflects the principal duties and functions of the job identified and shall not be construed as a detailed description of all work requirements that may be expected on the job.

This job description does not constitute an employment agreement between the Perry Township Board of Trustees and a prospective employee and is subject to change by the Board of Trustees as the needs of the township and requirements of the job change.

Please send cover letter and resume by mail and/or email on or before July 19, 2024 to:

Jeff Whytsell, Zoning Inspector
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3111 Hilton St NW
Massillon, OH 44646