

City of Waterville

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title: Zoning Inspector

Department: Administration
Reports To: Director of Finance and Administration
Employment Status: Part-time
Supervises: None
Civil Service Status: Unclassified
FLSA Status: Non-Exempt

GENERAL STATEMENT:

Under general direction, reviews various zoning and related permit applications including site and construction plans; issues permits; inspects work for permit compliance; investigates and takes appropriate action on zoning violations; acts as the staff liaison to various boards and commissions including the Board of Zoning Appeals and the Historic District Commission; maintains official public records concerning zoning matters; interprets the application of the City's Planning and Zoning Code and related rules and regulations; investigates complaints; answers verbal and written inquiries from the public; works with various outside agencies as needed; and other responsible technical work.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- (1) Reviews various zoning and related permit applications.
- (2) Issues permits.
- (3) Inspects work for permit compliance.
- (4) Receives and handles verbal and written complaints.
- (5) Investigates and takes appropriate action on zoning violations
- (6) Enforces the City Planning and Zoning, Sign and related Codes.
- (7) Acts as the staff liaison to various boards and commissions including the Board of Zoning Appeals and the Historic District Commission.
- (8) Acts as Zoning Inspector responsible for completing and maintaining all official public records concerning zoning matters.
- (9) Acts as liaison with the Lucas County Building Inspection Department on all building inspection related matters within the City.
- (10) Prepares periodic reports regarding activities of the Zoning Inspector's Office.
- (11) Reviews zoning issues to be considered by the Planning Commission as needed.
- (12) Assists in various tasks related to the annual City sidewalk construction and repair program.
- (13) Prepares correspondence, maintains files related to zoning matters and performs other clerical tasks as needed.
- (14) Deals with the public in person, by telephone and by email.
- (15) Coordinates actions with other City Departments and outside agencies as needed.
- (16) Independently prioritizes multiple tasks to meet ongoing timelines.

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- (17) Assists in preparing the annual budget for the office of Zoning Inspector.
- (18) Consults with the Municipal Administrator, City Law Director and City Prosecutor on various matters as needed.
- (19) Assists the Public Works Director in administering and implementing the City's flood damage prevention regulations.
- (20) Assists with various records retention tasks for the City.
- (21) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (22) Demonstrates regular and predictable attendance.
- (23) Follows and stays informed on current developments and procedures pertinent to duties.
- (24) Performs other related duties as required or assigned. These functions and duties listed in this description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent with a minimum of two years experience in a technical field such as planning, zoning, engineering, architecture, civil/building construction; experience in dealing effectively with the general public and business community or equivalent combination of education, training, and/or experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and be eligible for coverage under the City's vehicle insurance provider.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

- (1) Knowledge of methods and techniques for administering zoning regulations and the legal procedures for enforcing zoning regulations.*
- (2) Knowledge of the geography of the City of Waterville.*
- (3) Knowledge of City policies, procedures, Charter and ordinances.*
- (4) Knowledge of federal and state statutes applicable to duties.*
- (5) Skill in operation of a personal computer.
- (6) Ability to work independently both in the office and in the field.
- (7) Ability to make responsible decisions requiring discretion, judgment and familiarity with a variety of codes and ordinances.
- (8) Ability to communicate effectively in oral and written form.

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- (9) Ability to use tact in dealing with the public.
- (10) Ability to maintain records and prepare reports.
- (11) Ability to develop and maintain effective working relationships with other City personnel and the public.
- (12) Ability to drive personal vehicle for work with mileage reimbursement.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Personal computer and other standard office equipment, personal vehicle, City vehicles.

Position description approved:

/s/ James M. Bagdonas
Municipal Administrator

04/03/2017
Date

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

Employee

Date