

Harpersfield Township Zoning Inspector

Job Description

A Zoning Inspector in Ohio is responsible for enforcing zoning regulations, issuing permits, and ensuring compliance with local zoning codes and the Ohio Revised Code.

Key Responsibilities

1. Issuing Zoning Permits: The Zoning Inspector is responsible for issuing zoning permits and ensuring that construction complies with the zoning code.
2. Conducting Inspections: Regular inspections of properties and construction sites are conducted to verify compliance with zoning regulations and to respond to complaints regarding potential violations.
3. Reviewing Applications: The inspector reviews zoning permit applications, subdivision plans, and other related documents to ensure they meet local zoning requirements.
4. Public Interaction: Responding to public inquiries about zoning issues, providing guidance to applicants, and representing the township at zoning commission meetings and board hearings.
5. Maintaining Records: Keeping accurate records of inspections, permits issued, and any zoning violations, as well as updating the township zoning map as necessary.
6. Reporting: Preparing monthly reports/updates for the Board of Trustees and maintaining logs of hours worked, mileage, and inspections performed.

Qualifications

- Education: A high school diploma or equivalent is typically required; experience in municipal zoning, construction code compliance, or a related field is preferred.

- Knowledge: Detailed knowledge of local zoning resolutions and the Ohio Revised Code, particularly Chapter 519, which governs township zoning.
- Skills: Strong communication skills, both oral written, along with proficiency in data entry and familiarity with word processing and database programs.

Working Conditions

- Part-time position with both daytime and evening hours.
- Required attendance at monthly meetings, public hearings, and occasional special meetings.
- Administrative and office work as needed.

Legal Framework

The position operates under the authority of the Ohio Revised Code, specifically R.C. 519.16, which outlines the responsibilities and powers of township zoning inspectors. This includes the authority to enforce zoning regulations and the requirement to act within the legal framework established by the Ohio Revised Code.

Work Environment

Zoning Inspectors typically work both in an office setting and in the field, requiring them to conduct inspections in various weather conditions and terrains.