

The Village of Timberlake, Ohio invites applications for the position of:
Zoning Inspector

Part-Time

OPENING DATE: January 21, 2021 CLOSING DATE: February 1, 2021 at 4:00 PM
Submit to: Attn: Mayor John Marra, Village of Timberlake, 11 East Shore Blvd., Timberlake, OH 44095

ESSENTIAL FUNCTIONS OF THE POSITION:

The purpose of this position is to enforce the Village's zoning and property maintenance ordinances and standards, working collaboratively with the Village Mayor, Village Solicitor, Village Police and Village Council.

The Zoning Inspector is often the first person with whom a property owner will meet in relation to Village land use standards. The work involves frequent interaction with the general public including property owners, tenants, residents, business owners, real estate agents, contractors, and land developers.

This position requires the exercise of initiative independent judgement, and advanced public relations skills.

Primary job duties are as follows:

- Enforce the provision of the Zoning Ordinances of the Village of Timberlake, and interprets the meaning and application of its provisions.
- Responds to questions concerning applications for amendments to the Zoning Ordinance text and the Official Zoning District Map.
- Issues zoning permits as provided by the ordinances, and keeps a record of same with a notation of any special conditions involved.
- Act on all applications upon which he/she is authorized to act by the provision of the ordinances within the specified time or notify the applicant in writing of his/her refusal or disapproval of such application and the reasons therefore.
- Conduct inspections of buildings and uses of land to determine compliance with the ordinances, and, in case of any violations, to notify in writing the person(s) responsible, specifying the nature of the violation and ordering corrective action.
- Maintain in current status of the Official Zoning District Map, which shall be kept on permanent display in the Village offices.
- Maintain permanent and current records required by the ordinances, including but not limited to zoning permits, zoning certificates, inspections documents, and records of all variances, amendments and special uses.
- Make such records available for the use of the Village Council, Village Solicitor, Village Police, and the public.
- Review and approve site plans pursuant to the ordinances.

- Determine the existence of any violations of the ordinances, and cause such notifications, revocation notices, stop orders, or tickets to be issued, or initiate such other administrative or legal action as needed to address such violations.
- Prepare and submit an annual report to the Village Council on the administration of the ordinances setting forth such information as may be of interest and value in advancing and furthering the purposes of the ordinances. Such report shall include recommendations concerning the schedule of fees.
- Ability to deal effectively with difficult situations involving the general public.
- Able to work independently or as a team with others
- Appear in Court when required.

MINIMUM REQUIREMENTS:

Possession of high school diploma, or equivalent, local government experience, experience with administering zoning and property maintenance regulatory compliance, or any equivalent combination of training and experience which provides the following knowledge, skills and abilities:

- Business English, spelling, grammar
- Arithmetic, geometry, algebra
- Effective government record-keeping practices and procedures
- General municipal government operations and organization
- Principles and practices of code inspection at the local government level
- Ohio Revised Code, Ohio Administrative Code, International Property Maintenance Code/Issues
- The Village of Timberlake, Ohio zoning and property maintenance regulations
- Well-developed interpersonal and verbal/written communication skills
- Using personal computer and email, Microsoft Office and Windows
- Map reading and aerial photography interpretation
- Reading and interpreting engineering and architectural drawings, symbols and specifications
- Ability to read and understand construction/site plans, blue prints
- Performing public records research about real estate ownership
- Strong Public Relations and organizational skills

WORK ENVIRONMENT:

The work environments of this position are representative of those an employee encounters while performed essential functions of the job. The duties of this job are performed in both a climate control office setting and out of doors in an uncontrolled setting.

EQUIPMENT OPERATED:

The following are examples only and are not intended to be all inclusive:

Motor vehicle, measuring wheel, tape measure, calculator, computer, computer software (e.g., Microsoft Office, Google products, etc.), mobile phone, fax machine, copier, scanner, telephone, and other standard modern business office equipment.