



JOB DESCRIPTION

CLASSIFICATION SPECIFICATION

JOB TITLE: SEASONAL CODE INSPECTOR
REPORTS TO: DIRECTOR OF PLANNING
DEPARTMENT: PLANNING
DIVISION: ZONING
GRADE: 4
FLSA STATUS: NON-EXEMPT
UNION AFFILIATION: NONE
CIVIL SERVICE: UNCLASSIFIED

JOB SUMMARY:

Under direction, conduct field inspections to ensure compliance with zoning, land use & planning codes; assist with the issuance of permits and respond to code-related inquiries. Assist Zoning Division during peak times to address violations proactively and consistently.

QUALIFICATIONS:

- Associate Degree in a relevant field i.e., Construction Technology, Planning (Urban & Regional) is preferred but not required.
- Minimum Two (2) years of experience in either Zoning Code Enforcement, Planning and/or Construction desired.
- Problem resolution and computer skills required.
- Demonstrated ability to provide customer or resident services.
- Requires technical skills to learn City Works software. Prior experience using City Works, or another asset management system is beneficial but not a requirement.
- Must possess a valid State of Ohio driver's license plus must be able to qualify for and remain insurable under the City's vehicle insurance policy.

ESSENTIAL JOB FUNCTIONS:

- Performs field inspections to enforce the City's land development and related codes including commercial & residential construction and development requirements, size & placement of signs and structures; litter, junk cars, and offensive weed violations; investigates reports of code violations.
- Reviews permit applications & executes issuance of permits for: zoning, demolition, transient vendors, and use & occupancy.
- Provides review of development site plans to determine compliance with applicable codes or regulations; accepts & documents fees.
- Receives & responds to inquiries and complaints from citizens, realtors, business owners, builders, appraisers, title companies, and others regarding property-related issues; copies and distributes documents as needed or requested.
- Drafts and prepares correspondence, violation notices, violation logs, permit summaries, appeal & variance requests; prepares and maintains accurate records & photos of actions taken to resolve issues, field inspections & code violations; prepares reports & other related documentation.

- Performs other related duties as directed or assigned by a full-time and more senior Code Inspector or by the Director of Planning as determined to be necessary to promote, further, or ensure the effective and efficient operation of the division.

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

Knowledge of: City codes*, division policies & procedures*, safety practices & procedures.

Skill in: Reading site plans, construction drawings, and maps; use of the internet; problem resolution; business etiquette, use of common office equipment (fax, copier, and scanner). Computer skills including Word and Excel.

Ability to: Collect, analyze & interpret data; communicate effectively/verbally and in writing; prepare and maintain accurate documentation; work independently and with others; effectively interact with other departments and outside agencies; identify and access inspection locations. Communicate clearly and effectively with businesses and residents to compel compliance. Ability to stay focused to provide resolution to issues. Must have the ability to remain calm when others become hostile or aggravated.

PHYSICAL DEMANDS STRENGTH RATING:

In accordance with the U. S. Department of Labor physical demands strength ratings, this is considered heavy work.

APPROVALS: *(Include Name, Title, and Date Approved by HR, Supervisor and Director)*

<i>Pam Serina</i>	<i>HR Manager</i>	
<i>Wayne Wieth</i>	<i>Dir of Planning</i>	
<i>BARGAINING POSITION: N/A</i>		

CREATED & REVISIONS:

<i>Legislation #:</i>		<i>Legislation Date:</i>	
<i>Revision Dates:</i>	6/11/2021		