

**Job Description
Clinton County**

Job Title: Zoning Inspector

Department/Office: Building and Zoning

Position Reports to: Building and Zoning Manager

Classified

FSLA Non-Exempt

Full Time

To apply for this position, please email resume, cover letter, three references and salary requirements to:
buildingandzoning@clintoncountyohio.us

Job Summary: Under general direction of the Building & Zoning Manager interprets and enforces the Clinton County Zoning Resolution including violations and land use regulations. Conduct field inspections, monitor compliance, and prepare reports. Assist other County agencies with zoning matters. Review zoning maps, subdivision proposals, and building and zoning applications. Performs other related duties as required.

Minimum Qualifications:

- Valid Ohio Driver's License.
- Ability to understand written and verbal instructions.
- Ability to learn the skills and processes required to perform the position responsibilities.
- Ability to read and understand site plans, survey plats and construction drawings, as well as other types of maps and development plans or the ability to learn.
- Ability to work independently and with co-workers as assigned.
- Follows all safety practices of the Clinton County Board of Commissioners as described.

Preferred Qualifications: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

- Previous education and work experience sufficient to successfully perform the essential duties.
- Training and/or work experience which evidences an advanced knowledge of county building and zoning codes, property maintenance regulations and inspection techniques or the ability to learn these skills.
- Basic knowledge of public relations and court/legal process. ICC/State certification in Zoning, Property Maintenance, Housing or Building areas are preferred.

Position Responsibilities:

1. Enforce Clinton County Zoning Resolution.
2. Inspect properties for reported zoning violations.
3. Maintain zoning violation records.
4. Perform on-site inspections for zoning permits.
5. Enters all enforcement actions, follow up and documents into computer database.
6. Prepares documents, letters, responses, plot plans for zoning code enforcement.
7. Verifies each building permit application complies the Zoning Resolution.
8. Review zoning applications as needed.
9. Assist the public with zoning maps and code interpretation.
10. Assist Rural Zoning Commission and Board of Zoning Appeals when necessary.
11. Work with other County departments as needed.
12. Create necessary reports.

13. May be required to attend zoning meetings.
14. Perform a variety of field and office work.
15. Completes timely follow up including but not limited to answer/return phone calls, emails.
16. Demonstrates a regular and predictable attendance.
17. Performs other duties required by manager.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Ohio residential building code; Clinton County Zoning Resolution; public relations; inspection techniques; court process and procedures; the Ohio Revised Code or the ability to learn.

Ability to: define problems, collect data, establish facts and draw valid conclusions; communicate effectively; prepare clear, concise and accurate reports; answer routine inquiries from the public; calculate numbers, effectively use computer applications such as spreadsheets, word processing, calendar, email, database software, GIS Software, printer/scanner, telephone.

Physical Requirements:

Majority of work is performed under typical office conditions with minimal physical effort expended. Moderate physical effort demanded in making inspections. May be required to walk and stand for approximately 1 to 2 hours per day. Must be able to access all levels at a construction site. Occasionally required to climb, stoop, kneel, crouch or crawl when conducting field work. Operate automobile/truck.

This job description is not to be all inclusive and may be changed at any time with or without notice. It is not a contract of employment, express or implied. Job responsibilities may include other responsibilities as assigned by immediate supervisor, department head, elected official.

Clinton County is an Equal Opportunity Employer.