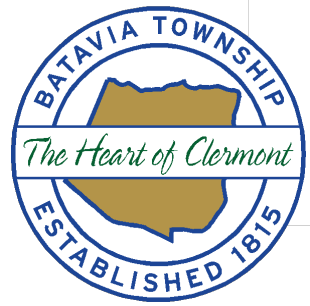


**BATAVIA TOWNSHIP
PLANNING & ZONING DEPARTMENT
1535 Clough Pike Batavia, Ohio 45103
(513) 732-3888**



Job Description

Organization: Batavia Township
Equal Opportunity Employer

Department: Planning & Zoning Department

Position: Zoning Inspector

Reports To: Director of Planning & Zoning

Employment Status: Full Time (8:00 AM – 4:30 PM)

FLSA Status: Non-Exempt

General Description:

The Zoning Inspector, pivotal in upholding compliance with the Batavia Township Zoning Resolution, operates under the oversight of the Board of Trustees and the Director of Planning & Zoning. This role encompasses crucial tasks such as reviewing site plans, issuing zoning permits, conducting field inspections, and maintaining consistent enforcement of zoning regulations aligned with the Ohio Revised Code.

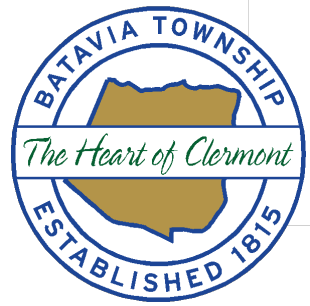
Qualifications:

1. Valid Ohio Driver's License
2. High School Diploma or equivalent
3. Experience in zoning or related enforcement fields, familiarity with iWorQ Software preferred
4. Effective verbal and written communication skills
5. Understanding of basic construction practices, including comprehension of zoning regulations and construction standards
6. Ability to interact positively with the public and colleagues
7. Proven capacity to initiate tasks independently and excel in self-directed work environments.

Responsibilities:

1. Review zoning permit applications for compliance with zoning requirements.
2. Issue zoning permits and violation notices.
3. Conduct inspections for construction and changes of use to ensure adherence to Zoning Resolutions.
4. Investigate potential zoning violations and prepare violation notices as needed.
5. Document investigations thoroughly, including communication, notifications, and conclusions.
6. Prepare materials for court actions related to zoning violations and attend court as required.
7. Maintain accurate records of all zoning-related activities.
8. Provide information to the public regarding zoning provisions and procedures.
9. Resolve disputes in a fair and respectful manner, working collaboratively with the public and colleagues.

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10. Demonstrate a strong work ethic, capable of independent and team-oriented work.
11. Adhere to Township policies and procedures.
12. Perform other tasks as required by the Director of Planning & Zoning and Township Administrator.

Inherently Hazardous or Physically Demanding Conditions:

1. Work outdoors briefly during site visits, exposed to elements.
2. Required use of hard hat, construction boots, and protective clothing during site inspections.
3. Proficient in medical and first aid practices.
4. Handling of office materials and supplies.
5. Limited exposure to hazardous chemicals.

General Duty: Safe and Healthful Workplace:

1. Contact with potentially volatile or emotionally distressed individuals.
2. Exposure to potentially aggressive animals.
3. Exposure to inclement weather.
4. Exposure to hazardous driving conditions.
5. Limited exposure to second-hand smoke.

Employee

Date