



## CITY OF PATASKALA POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Zoning Inspector
<b>STARTING PAY RATE:</b>	\$23.01/hour
<b>DEPARTMENT:</b>	Planning & Zoning
<b>POSITION REPORTS TO:</b>	Planning & Zoning Director
<b>FLSA STATUS:</b>	Non-Exempt
<b>CIVIL SERVICE STATUS:</b>	Classified

### **JOB DESCRIPTION:**

#### **GENERAL DESCRIPTION OF POSITION**

- Researches, interprets and enforces the City of Pataskala Zoning Code and related Ordinances.
- Conducts field inspections in investigating applications for zoning compliance or in response to complaints received, and monitors for activities which are in violation of the Zoning Code.
- Conducts routine inspections for ongoing building and construction, soil and erosion control measures, and for final zoning compliance certificates.
- Sends zoning violation notices and keep accurate records of correspondence with the person(s) related to that violation.
- Communicates courteously with residents and property owners while attempting to resolve zoning related issues and provides advice and assistance to help them comply with the zoning requirements.
- Assists with the prosecution of zoning violations including, but not limited to, notice of violation, correspondence with the defendant, court appearance, and testimony.
- Reviews development applications and provides comment to the Board of Zoning Appeals and the Planning & Zoning Commission.
- Assists in the general day-to-day activities of the Planning and Zoning Department.
- Attends City Council, Board of Zoning Appeals and Planning and Zoning Commission meetings, as necessary.
- Demonstrates excellent interpersonal and conflict management skills.

- Other related duties as required or assigned.

## **MINIMUM REQUIREMENTS FOR ENTRY TO POSITION**

### **TRAINING AND EXPERIENCE**

- High school diploma or GED equivalent.
- Must be able to drive and possess a valid Ohio Driver's License with a clean driving record as determined by the City.
- Must be able to interpret plans and drawings as related to the Zoning Code.
- Must be able to communicate effectively orally and in writing – electronically and otherwise.
- Must have experience in Microsoft Office products including, but not limited to, Outlook, Word and Excel.
- Must be able to operate equipment essential to the position including, but not limited to, a digital camera, tape measure, and rolling measuring wheel.
- Must demonstrate the ability to establish and maintain relationships with city officials, supervisory staff, fellow city employees, and the general public.
- Any combination of training and work experience indicating possession of the knowledge, skills, and abilities listed herein. (Previous experience in municipal zoning related work preferred).

### **PHYSICAL REQUIREMENTS NOT OBVIOUS FROM ESSENTIAL FUNCTIONS**

- Average distance vision acuity with or without corrective lenses.
- Ability to move short distances over uneven terrain.
- Must be able to handle stressful and unpleasant situations in a calm and professional manner.
- Must be able to be outdoors during inclement or hot/cold weather as needed.
- Must be able to periodically lift up to 25 pounds.

All resumes will be reviewed and considered for qualifications. The City of Pataskala reserves the right to determine if an applicant meets the essential qualifications of the position.

Posted: March 26, 2019

The City of Pataskala is an equal opportunity employer