



Human Resources
City of Middletown
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October 19, 2018

ZONING INSPECTOR
City of Middletown

The City of Middletown is seeking a qualified individual to fill the position of Zoning Inspector. This position is responsible for administration and enforcement of Middletown's Development Code. Under general supervision, the Zoning Inspector is a professional position with a high degree of independence and responsibility for assuring compliance of City zoning regulations. Requirements: Bachelor's Degree in Planning, Public Administration or closely related field and/or a minimum of three (3) years of equivalent experience in municipal planning, zoning, or public administration. Salary Range: \$37,498 to \$49,432 annually plus benefit package. Please send resume and work-related references to City of Middletown, Human Resources Division, One Donham Plaza, Middletown, Ohio 45042 or to jobs@cityofmiddletown.org by 5:00 p.m. Friday, November 9, 2018. EOE/Drug-free workplace. Visit our website at www.cityofmiddletown.org.

CITY OF MIDDLETOWN

Position Description

Position Title:	Zoning Inspector
Department/Division:	Economic Development/Planning
Reports To:	Planning Director
Classified or Unclassified:	Classified (Exceptional Appointment)
Exempt or Non-exempt:	Non-exempt
Union or Non-union:	Non-union
Salary Range:	240
Civil Service Approval:	October 11, 2018

Position Summary

The Zoning Inspector is the principle staff person responsible for administration and enforcement of the City of Middletown's Development Code. Under general supervision, the Zoning Inspector is a professional position with a high degree of independence and responsibility for assuring compliance of City zoning regulations.

The Zoning Inspector is knowledgeable about all aspects of the local development review process, and is familiar with the regulatory and review procedures of state agencies that may also have jurisdiction for a given development project. The Zoning Inspector must be comfortable working with the public and be able to work effectively in any given situation. The Inspector must have good written and verbal skills and be highly organized. The Zoning Inspector is supervised by the Planning Director and works with other elected and appointed municipal officials where needed, on both planning and zoning issues.

Position requires various types of physical activity both indoors and outdoors. The work environment includes exposure to noise, dust, grease, and dirt with extended periods of walking, bending, and crouching for inspections, carrying lightweight to medium items (50 pounds or less) such as tools, equipment, litter/trash, books, and supplies. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Position Qualifications

1. Bachelor Degree in Planning, Public Administration or closely related field and/or a minimum of three (3) years of equivalent experience in municipal planning, zoning, or public administration.
2. Ability to initiate and perform detailed work with minimal supervision.
3. Ability to interpret the zoning, sign, and lot maintenance regulations and ordinances.
4. Ability to organize, prioritize, maintain multiple tasks and deadlines, and to manage time effectively.

5. Able to research property history and access data using computer databases.
6. Able to locate property using legal descriptions and maps.
7. Able to deal with the general public in adverse situations, exercising a high degree of tact, diplomacy, and persuasion.
8. Excellent oral and written communication skills.
9. Ability and willingness to attend evening meetings.
10. Possession of a valid Ohio Driver's License.

Duties and Responsibilities (For Performance Appraisal)

1. Review plans for conformance to Middletown Development Code and answers inquiries about the zoning code regulations regarding items such as building setbacks, minimum lot size, number of required parking spaces, sign requirements, zoning appeals, etc.
2. Issue all permits and certificates related to zoning (fences, pools, signs, etc.)
3. Assist and works closely with the property maintenance inspectors and other local officials with regulatory obligations and municipal ordinances governing zoning issues.
4. Answer inquiries from architects, attorneys, realtors, building contractors, and the general public regarding land usage, zoning issues and related ordinances.
5. Receive and respond to complaints from local residents; and follow up with inspections and issues the appropriate letters.
6. Maintain official records of all businesses and activities, including complaints of violation(s) along with photographs of the violation and the actions taken.
7. Conduct field investigations to determine compliance of properties with the codes and issues notices of violation or citations for non-compliance.
8. Research, investigate and resolve complaints and violations with the complainant and violators.
9. Converse with complainants and violators in person, on the telephone, by E-mail, or by written correspondence.
10. Generate notices and case history by computer data entry.
11. Maintain records of complaints, violations, rechecks, and dispositions.
12. Follow up all complaints and violations until resolved.

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13. Attend and testify at City court hearings.
14. Remove signs from the public right-of-way.
15. Coordinate public hearings and prepare reports as needed for the City Council, Planning Commission, Historic Commission and Board of Zoning Appeals.
16. Submit bi-weekly reports to Department Director.
17. Research and issue zoning verification letters.
18. Assist other city staff as needed on special projects.
19. Perform related work as required by supervisor.
20. Maintain regular and timely attendance.