

**JOB DESCRIPTION:** Planner/Zoning Inspector

**SALARY RANGE:** See Benefits Section for more information  
Salary commensurate with experience, \$48,000 minimum annual salary

**DIRECT SUPERVISOR:** Director or Community Development

**GENERAL PURPOSE**

The Planner/Zoning Inspector performs an important role in the overall administration and operations of the Township. The Planner/Zoning Inspector reports directly to the Director of Community Development.

The Planner/Zoning Inspector performs a variety of routine and complex work in the administration, interpretation and enforcement of the Perkins Township Zoning Resolution, and implementation of the Comprehensive Plan, and will make recommendations concerning amendments to those planning and zoning documents. The Planner/Zoning Inspector will conduct special studies and research related to the development of the Township's Plans and Zoning Resolution as may be necessary.

The Planner/Zoning Inspector will also assist with the Township's economic development efforts.

The Planner/Zoning Inspector will issue zoning certificates in accordance with the Township's Zoning Resolution and will be responsible for the review of site and construction plans related to zoning, conduct field inspections, maintain detailed records, answer public inquiries, and investigate complaints and violations of the Zoning Resolution.

**ESSENTIAL DUTIES**

Duties include, but are not limited to:

**REQUIRED KNOWLEDGE**

1. Maintain thorough knowledge of Perkins Township Zoning Resolution, related forms and any applicable local, state, or federal regulations.
2. Enforce the provision of the Zoning Resolution and interpret the meaning and application of its provisions.
3. Perform plan review of residential/commercial/industrial site plans for zoning and land use compliance.
4. Complete site inspections as required or when necessary.
5. Review and issue zoning certificate(s) when the provisions of the Zoning Resolution have been met or refuse to issue same in the event of non-compliance.
6. Investigate and determine Zoning Resolution violations and take all necessary steps to remedy the violation.
7. Issue stop-work orders when necessary.
8. Identify, inventory, and monitor violation notices for non-conformity.
9. Maintain all records necessary and appropriate to the office including applications, zoning certificates, inspections, zoning certificate denials, violations, and complaints.
10. Update the official Zoning Map as needed.
11. Develop recommendations regarding Zoning Resolution or Map amendments; zoning fee structure; zoning forms; propose solutions to any problem encountered in administering the Zoning Resolution.
12. Coordinate the enforcement of the Zoning Resolution and codes with active cooperation with other agencies and Township Departments.
13. Respond to all requests by the public or elected officials in a courteous and professional manner and within a reasonable amount of time.
14. Conduct effective documented communications with permit applicants, related governmental agencies, businesses, or other Township Departments as necessary.

15. Attend all Zoning Commission, Board of Zoning Appeals and Township Trustee meetings and advise them of all matters pertaining to the enforcement, compliance, and amendments to the Zoning Resolution.
16. Assist the Director of Community Development, Township Administrator, and the Board of Trustees in developing and maintaining the Comprehensive Plan.
17. Ability to relate, communicate and interact with superiors, peers, co-workers, governmental officials, community organizations, contractors, developers, businesses, and the general public.
18. Works closely with Administrative Assistant, Building Official, Inspectors and any other employees of the department.
19. Ability to establish and maintain effective professional working relations with superiors, peers, co-workers, governmental officials, contractors, developers, business owners and the general public.
20. Prepare and submit annual reports to the Director of Community Development, Township Administrator, and the Board of Trustees.
21. Identify grant opportunities, prepare grant applications and submit the same, and administer grant awards.
22. Perform other duties and accepts responsibilities as may be directed.

### **SKILLS AND QUALIFICATIONS**

1. Ability to comprehend and correctly use a variety of informational and legal documents including reference books, manuals, requisitions, purchase orders, invoices, applications, plans, site plans, grading plans, blueprints, and other reports or records.
2. Ability to prepare reports, letters, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
3. Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information; ability to use independent judgment, common sense, and rational systems in the performance of tasks.
4. Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices and departments.
5. Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a responsive, understanding, helpful and professional manner with coworkers, supervisors, and the general public.
6. Comfortable speaking before groups and organizations.
7. Excellent written and verbal communications skills.
8. Proficiency in Geographic Information Systems (GIS) preferred.
9. Detail oriented and must possess good organizational skills.

### **PHYSICAL REQUIREMENTS**

The conditions herein are representative of those that must be met by an employee to successfully perform job functions:

**Environment:** Work is performed in a standard office setting with frequent interaction with the general public, property owners, and contractors.

Work is also performed outside of the office on construction sites, or on property of complaints.

**Physical:** Primary functions require sitting at a desk to operate computers, complete paperwork, or answer telephones; sufficient physical ability and mobility to work in an office setting including standing or sitting for long periods of time; operate a vehicle; fine motor skills, stooping, bending, kneeling, crouching, climbing at construction sites or other properties; see in the normal visual range with or without correction; hear in the normal audio range with or without correction.

## **EDUCATION**

**Required:** High School education or GED equivalent  
Valid Ohio driver's license

**Preferred:** Highly preferred - Degree in planning, public administration, or other related field  
Experience and working knowledge as a Planner or Zoning Inspector preferred  
Comprehensive knowledge in economic development and planning is preferred

## **EXPERIENCE**

Standard knowledge of construction industry and practices preferred  
Knowledge of applicable building and property maintenance codes preferred  
Construction or inspection experience preferred

## **BENEFITS**

- Health Insurance with no monthly employee premiums
- Optional vision and dental insurance for employee and family
- Life Insurance provided
- OPERS employer contribution
- Optional Deferred Compensation Plan
- Paid vacation, sick, personal, compensatory time, and 13 holidays annually
- Longevity pay after 4 years of service
- Educational Bonus (Associate, Bachelor, and/or Master's Degree)
- Annual Educational and Uniform Allowance

## **Selection Guidelines**

Completed formal application  
In-person interview  
Reference and background checks  
Pass pre-employment drug and nicotine screening  
Ability to be bonded

Interested applicants **must** fill out an application and return to:

Perkins Township  
ATTN: Executive Coordinator  
2610 Columbus Ave.  
Sandusky, OH 44870

Applications may be emailed to [ashleyo@perkinstownship.com](mailto:ashleyo@perkinstownship.com)

Applications are located at our website: [www.perkinstownship.com](http://www.perkinstownship.com)

*The job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.*

*The duties listed above are intended only as an illustration of the various type of work that may be performed. The omission of specific statements of duties or responsibilities does not exclude them from the position.*

*Reasonable accommodations, as prescribed by the American with Disabilities Act, may be made to enable individuals with disabilities to perform the essential job functions and will be determined on a case-by-case basis.*

*Perkins Township is a Drug Free and Nicotine Free Workplace*