



JOB POSTING

ZONING INSPECTOR/ASSISTANT PLANNER

Department: Planning & Zoning

Hours: 40 Hours/week, 8am-4pm weekdays

Annual Wage: \$40,000 - \$50,000

Location: 417 Main St., Huron, OH 44839

Classification: Unclassified Non-Exempt

Posting Date: Saturday, March 16, 2024

GENERAL PURPOSE: The Zoning Inspector/Assistant Planning shall assist the Planning Director and Permit Technician in operations of the City's Planning and Zoning Department, ensuring that all zoning-related matters within the City conform to the established Municipal Planning and Zoning Code and the International Property Maintenance Code.

SUPERVISION RECEIVED: This position works under the supervisions of the Planning Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Reasonable accommodations, as prescribed by the Americans with Disabilities Act, may be made to enable individuals with disabilities to perform the essential job functions.

Studies, reviews, applies and enforces the City of Huron Planning and Zoning Code and International Property Maintenance Code.

Conducts inspections to investigate possible zoning and properly maintenance violations in response to public complaints or those observed while in the field. Follow-up inspections for compliance with issued Zoning permits, and rental registration inspections.

Measures, photographs and documents observation in preparation for document reports. Prepares violation reports and issues notices pursuant to the code and follows up for compliance. Maintains complete and accurate records and generates reports of all inspections, violation cases and nuisance abatements.

Implements corrections of violations, including invoicing, coordination with both internal City departments and external vendors to remedy any code violations. Oversees certification of outstanding invoices to City Council.

Utilizes a systematic, ongoing monitoring process to ensure that existing developments are in continuance compliance with all zoning requirements; addresses issues of non-compliance with property owners/representatives.

Conducts meetings/site visits with property owners communicating in common terms, complex zoning regulations, procedures, compliance requirements and remedy actions.

Completes final inspection prior to Certificate of Occupancy to ensure satisfaction of all zoning requirements on new commercial and residential properties.

Attends evening Planning Commission, Design Review and Building and Zoning Appeals public meetings to assist the Planning Director.

Reviews or assists in the review of moderately difficult development proposals and site plans for conformance with codes, plans and regulations.

Prepares and presents detailed reports on development proposals to government bodies.

Collects a variety of statistical data and prepares reports and maps on topics such as census information, land use, tax base data, occupancy rates and transient rentals.

Coordinates and manages the city-wide transient rental program.

Evaluates or assists in the evaluation of rezonings, ordinance amendments, site plans, special/conditional uses permits, variances and other proposals.

Prepares complaints and appears in court for zoning-related code violation cases.

Assists in the preparations and processing of grant applications.

Assists in writing applicable zoning code updates.

Completes other miscellaneous planning tasks as assigned by the Planning Director.

MANDATORY QUALIFICATIONS:

- A. High School Diploma or Vocational School degree; and
- B. 0-2+ years of experience involving zoning/code enforcement, constructions or inspection experience; Associate's or Bachelor's Degree in Planning, Landscape Architecture, Construction Management or related field preferred; or
- C. Equivalent combination of education and experience which provides the necessary skills and abilities to perform the job.
- D. ICC/AACE certifications or the ability to receive applicable certifications within a year.

PREFERRED QUALIFICATIONS:

- A. Valid Ohio Driver's License
- B. Understanding of residential and commercial/industrial construction practices, including the ability to read and understand construction drawings and site plans.
- C. Computer literacy including Microsoft Office, Excel and ESRI GIS applications.
- D. Possess strong organizational skills
- E. Good mathematical skills.
- F. General knowledge of zoning terminology.
- G. General knowledge of planning issues/theories.
- H. Exercise good judgment, flexibility, creativity and sensitivity in response to citizen interactions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to stand, walk, use hands and fingers to operate tools or controls, reach with arms and/or hands, climb or balance, stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities include but are not limited to, close, color, and peripheral vision, and the ability to adjust focus. The mental demands of this position include varied degrees of occasional stress.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to undesirable weather conditions including, but not limited to, extreme heat, rain, and wind. The noise level in the work environment is varied and may include undesirable noises, such as grinding, grating, or extreme loudness.

It is the policy of the City of Huron to provide equal employment opportunities without regard to race, religion, color, sex, sexual orientation, gender identity, gender expression, national origin, marital status, age, military status, genetic information, disability or any other legally protected class status.

QUESTIONS REGARDING THIS POSITION MAY BE DIRECTED TO:

Andrea Rocco, Personnel

andrea.rocco@huronohio.us

[APPLY NOW](#)