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## JOB OPPORTUNITY

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### Code Inspector

Current Pay Range (F): \$20.27 - \$28.59 per hour (depending upon qualifications)

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*Following is a brief overview of the position. Please review the entire job description (attached) for a complete listing of the essential duties, responsibilities, physical demands and working environment, minimum qualifications, and other requirements of this position.*

#### **Class Summary**

The City of Hudson is accepting applications for the position of Code Inspector within the City's Community Development Department. This is a full-time position that completes inspections of property maintenance compliance and development projects at application, during construction, and at completion to verify compliance with the applicable regulation and the approved plans.

#### **Minimum Qualifications**

Please review the minimum qualifications section on the attached job description. Possession of a valid insurable State of Ohio driver's license is required.

#### **How to Apply**

Employment application forms may be printed at [www.hudson.oh.us](http://www.hudson.oh.us). Completed employment application with resume attached may be submitted by email to [HumanResources@hudson.oh.us](mailto:HumanResources@hudson.oh.us) or fax to (330) 342-1794. **Completed application with resume must be received no later than 4:00 p.m. on July 27, 2020.** EOE

*The City of Hudson is an Equal Opportunity Employer and maintains a policy of Equal Employment Opportunity for all employees and applicants. The City of Hudson does not discriminate in employment or the provision of services on the basis of race, color, national origin and ancestry, gender (sex), religion, age, disability, sex (wages), military status, genetic information, pregnancy, or any other characteristic protected by Federal or State law.*

Date Posted: 07/03/2020

# City of Hudson, Ohio

## Code Inspector

FLSA Status: N

Non-Bargaining

Updated: 6/10/2020

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### **CLASS SUMMARY**

Under general supervision of the Community Development Director; monitors conditions of record imposed by the City's Boards and Commissioners for compliance. Completes inspections of development projects at application, during construction, and at completion to verify compliance with the applicable regulations and the approved plans. Responses to resident questions related to compliance issues and projects commenced without an approved zoning certificate. Seeks compliance from individuals in violation of the Property Maintenance Code and otherwise initiates enforcement action, including Misdemeanor Violation procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *(Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spend in performing the primary duties.)*

Receives and investigates observed and alleged violations of the City's Zoning code; discusses matters with complainants; contacts the property owner; makes on-site inspections and sets up a time table for compliance.

Prepares letters notifying individuals of ordinance and code violations and follows proper procedures.

Manages an annual inspection program of the community to track potential zoning and property maintenance violations.

Issues notices of violation or court citations to individuals for violation not corrected by voluntary compliance.

Meets with property owners, lessees, and residents to discuss zoning ordinance and code violations.

Documents field conditions of submitted applications, complete photograph documentation, and performs inspections of development during construction and at completion to verify compliance. Maintains accurate records of various permits, zoning complaints, and all follow up enforcement activity with the community development departments software database.

Works with the Engineering Department, Public Works Department, and Police Department in enforcing Zoning and property maintenance Codes.

Works with the Summit County Department of Building Standards and other agencies related to enforcement of the zoning and property maintenance codes.

Makes on-site inspections and/or communicates with individuals in violation to monitor progress towards compliance.

Must establish and maintain effective working relationship with superiors, colleagues, co-workers, residents, City officials and the general public.

# City of Hudson, Ohio

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Must provide a high level of customer service by being courteous, responsive, respectful, professional and helpful in all interactions with staff, co-workers, superiors, residents, City officials and the general public.

Must have excellent interpersonal skills while dealing with residents, staff and the general public.

May perform other related duties as assigned.

Must have regular, reliable, and punctual attendance.

Must follow and comply with City rules and policies.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

While performing the duties of this job, the employee is frequently required to stand, walk, sit, reach with hands and arms, and talk or hear. The employee is required to use hands to finger, handle, or feel; climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus. ~~and require a valid drivers' license and ability to drive.~~

While performing the duties of this job, the employee frequently works in outside weather conditions on uneven terrain and construction sites and is occasionally exposed to moving mechanical parts. The noise level in the work environment while out in the field is usually moderate.

### **MINIMUM QUALIFICATIONS**

The Zoning Inspector requires the completion of an associate degree in urban planning, construction management, or related field. Two years of experience in planning, zoning enforcement, construction management or zoning administration is also required; or any equivalent combination of education and/or experience that provides the following knowledge, abilities, and skills. A bachelor's degree is preferred and may substitute for one year of experience.

- Knowledge of planning and zoning procedures and construction.
- Knowledge of, or ability to quickly learn municipal government structure and process.
- Ability to recognize violations and initiate best corrective action.
- Possess a high degree of computer literacy including Microsoft Word and Excel.
- Ability to quickly learn department permitting software and any other future software/hardware.

Ability to read and interpret architectural and engineering design plans.

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Ability to answer inquiries, resolve complaints, and communicate with property owners, lessees, contractors, developers, and the general public in an effective, tactful, and courteous manner, and to follow up and bring resolution to violations.

Ability to establish and maintain good working relationships and positive image in all external contacts.

Ability to review building and site plans and apply provisions of zoning ordinances and codes to determine compliance with said ordinances and codes.

Ability to interpret and apply the provisions of zoning ordinances and codes to field conditions.

Ability to maintain accurate records, and to prepare meaningful, concise, and accurate reports and correspondence, and to organize and prioritize daily work assignments and activities.

Ability to establish and maintain effective working relationships with superiors, colleagues, co-workers, residents, City officials and the general public.

Ability to use Microsoft Office Suites, Geographical Information Systems, permitting software, and other job-related software.

Good written and verbal communication skills.

### **LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS**

Valid Ohio driver's license insurable under City policy