

CITY OF HILLIARD
invites applications for the position of:



City Inspector Planning/Zoning

SALARY:	\$23.00 - \$29.00 Hourly \$47,840.00 - \$60,320.00 Annually
DEPARTMENT:	Community Development
DIVISION:	Planning
OPENING DATE:	09/01/21
CLOSING DATE:	10/29/21 05:00 PM
DESCRIPTION:	

Under general supervision of a Division or Section Supervisor, the City Zoning Inspector is responsible for conducting inspections of maintenance and repairs to building, appurtenances and related structures for conformance with all applicable governing codes. (City, County, and State), requirements and relevant ordinances; project plans and drawings, and specifications.

Perform duties and property maintenance inspections relating to the zoning code, nuisance abatement and other related city ordinances; and assistance in enforcing building, housing, plumbing, heating, electrical zoning and nuisance abatement laws and ordinances.

The City of Hilliard is an Equal Opportunity Employer

EXAMPLES OF DUTIES:

Inspects and checks properties, buildings, appurtenances and related equipment for hazardous conditions, and malfunctioning components to eliminate or minimize danger to occupants, users, and the general public. Repairs, and maintenance work to ensure that proper building permits were issued and approved.

Inspects for conformance to applicable standards and specifications and city code compliance.

Interprets various zoning codes, answers questions regarding same.

Participates in final inspection of work performed and completed as related to fencing, signs and landscaping.

Issues zoning certificates and permits and collects appropriate fees.

Prepares and maintains inspection records to ensure incorporation of all relevant documentation and the recording of daily usage/operation of materials/equipment and work performed while noting problem areas and or corrections as required.

Provides input to public inquiries regarding duties, construction projects and/or regarding standards, specifications, and city zoning code.

Operates a City vehicle to travel to and from job sites to perform scheduled inspections.

May attend training sessions, seminars, classes and workshops to keep informed of on-going changes in the field, new codes and regulations, or to maintain valid certifications.

May consult with City Law Director or other City legal agents before, during and after arraignment and trial.

May give testimony in court.

Performs related essential and non-essential functions as needed and/or directed.

This job description does not list all the duties to be performed in this classification and may be changed at the discretion of the City at any time.

TYPICAL QUALIFICATIONS:

High School Diploma or a GED may be substituted for the High School Diploma.

An Associate's Degree with three (3) years of experience in related housing or construction experience.

International Code Council (ICC) Property Maintenance and Housing Inspector Certification or ability to acquire certification within ninety (90) days from date of hire.

Must possess a valid State of Ohio driver's license and an acceptable driving record.

Any combination of education, training and experience which provides the required advanced knowledge, skills and abilities to perform the essential functions of the job.

SUPPLEMENTAL INFORMATION:

Knowledge, Skills & Abilities

Equipment Use: Incumbent uses the following equipment; vehicle, phone, calculator, string line, straight edge, optical level, lock level, line level, ruler/tape, thermometer, hand tools, and other equipment necessary to complete work assignments.

Work involves standardized tasks, processes and operates following established laws, processes procedures and best practices for zoning enforcement.

Considerable knowledge of the Hilliard Zoning and Property Maintenance Code requirements and pertinent ordinances.

Ability to follow written and oral instructions.

Ability to read and interpret site plans, building plans, blue print maps, and specifications.

Ability to communicate effectively, both orally and in writing in the English language.

Ability to develop rapport with representatives of private/public entities and the general public.

Other Requirements

Regular and punctual attendance is regarded as a requirement of this classification.

Be compliant with training directives established by supervisory and management personnel.

Adherence to all applicable Federal and State safety laws, rules, and regulations and City safety policies and procedures.

Physical Requirements:

Must be physically able to operate a motor vehicle.

Must be physically capable of sitting, standing, reaching, twisting, bending, walking, lifting and kneeling in order to perform the essential job functions.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.hilliardohio.gov>

Position #2021-94104
CITY INSPECTOR PLANNING/ZONING
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