



Job Title: Inspector
Department: Community Development
Reports to: Community Development Director
Type: Full-Time
Classification: Hourly, Non-Exempt
Adopted/Revised: October 30, 2018

POSITION SUMMARY:

The Inspector enforces adopted zoning and nuisance regulations through inspection of sites alleged, or found, to be in violation, ensuring that violations are brought into compliance; processes zoning certificate applications and certificates of compliance; and maintains records, files, and maps of the Community Development Department.

POSITION FACTS:

Weekend Work Required:	As Needed
Shift Work Required:	As Needed
Overtime:	Not Applicable
Covered by Collective Bargaining Agreement:	No

RELATIONSHIPS AND CONTACTS:

The duties of the Inspector are performed independently under the general direction of the Community Development Director. The Inspector may assist other Township and Hamilton County departments with respect to matters concerning code enforcement, mapping, and GIS. The Inspector must maintain good working relationships with all Township employees, with departmental contractors, with the business community and residents as well as with other governmental agencies.

LOCATION OF THE JOB AND PHYSICAL REQUIREMENTS:

The Community Development office is located within the Fire Headquarters building at 697 Neeb Road. Office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday excluding holidays. The Inspector routinely travels throughout the Township properties. Day-to-day responsibilities will require travel to and working from properties located within the Township, as well as areas outside the Township. The Inspector must maintain the physical condition appropriate to the performance of assigned duties and responsibilities which include the ability to personally and physically inspect properties including construction sites and structures, both finished and under construction; standing for long periods of time; walking over rough terrain; bending, crouching, or squatting; pushing, pulling, lifting, or moving varying amounts of weight; climbing stairs / ladders; and operating assigned equipment. Employee may be exposed to unfavorable weather, hazards at construction sites, and / or fumes, odors, and chemicals.

ESSENTIAL DUTIES / RESPONSIBILITIES:

1. Physically investigate complaints alleging violations to Township zoning and nuisance regulations, documenting findings, and taking photographs (as warranted for evidentiary purposes).
2. Communicate with property owners and complainants concerning violations or allegations.
3. Mediate correction of violations.
4. Respond to requests for confirmation of property zoning classification.
5. Process certificate of compliance applications by way of making site inspections.
6. Prepare documents and correspondence regarding various departmental matters.
7. Prepare documents and serve as witness concerning court proceedings.
8. Assist Community Development Director with day to day activities and functions of department.

9. Perform violation inspections during non-traditional work days / hours; must be able to attend evening public meetings as needed.
10. Process zoning certificate applications by way of performing plan review and making site inspections, as warranted.
11. Attend Zoning Commission, Board of Zoning Appeals and / or Board of Trustees meetings, as warranted.
12. Act as representative on behalf of the Township at meetings and / or conferences.
13. Assist in the preparation and processing of grant applications.
14. Appear as a witness in court proceedings, as warranted.
15. Assist in answering incoming telephone calls and forward to the appropriate departments and main counter coverage.
16. Be proficient in the use of Windows based computer operating systems required, geographic information system (GIS) preferred.
17. Possess excellent public relations skills, including ability to deal with persons under adverse conditions.
18. Develop and maintain a thorough knowledge of code enforcement concepts.
19. Interpret and understand all aspects of the Township zoning and nuisance regulations.
20. Read and understand site plans, survey plats and construction drawings.
21. Communicate succinctly and effectively, both in writing and verbally.
22. Establish and maintain cordial and effective working relationships.
23. Conduct complex research and prepare thorough reports.
24. Analyze issues and render difficult recommendations or decisions.
25. Report to duty dependably and punctually.
26. Possess excellent organizational skills.
27. Perform all tasks in a safe manner, following applicable safety rules and using applicable personal protective equipment.
28. Perform additional responsibilities as assigned by the Community Development Director or the Township Administrator.

TOOLS AND EQUIPMENT:

Must be able to use personal computer, Microsoft office products, printers, copiers, phone, calculator, measuring wheel, noise decibel meter, and light measuring equipment.

TEAMWORK AND PARTICIPATION:

- Create ideas that improve production, organizational performance, or result in cost or time savings for the Department and Township.
- Become actively involved in decisions affecting work detail.
- Communicate in a positive and respectful manner with customers.
- Demonstrate flexibility and cooperative attitude when faced with change.
- Follow policies and procedures of the Community Development Department and Delhi Township.

MINIMUM QUALIFICATIONS:

This position requires an associate degree from an accredited college or university or experience in code enforcement. Employee must be proficient in the use of Windows based computer operating systems, geographic information system (GIS) preferred. Ability to read and understand site plans, survey plats, and construction drawings. Must possess and retain a valid driver's license and be insurable through the Township's insurance carrier.

SELECTION PROCESS:

Applicants may be required to submit cover letters, resumes, and applications. All applicants may be subject to a general proficiency exam to establish an interview schedule. Selection is based on the most qualified applicant determined by one or more in-person interviews.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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

If applicant meets all requirements and characteristics as indicated in the job description, hiring may be contingent upon successful completion of physical including a drug test, background check, and voice stress analyzer test.