



## Job Description

### ZONING INSPECTOR

**Department:** Building Division  
**Civil Service Status:** Unclassified  
**Employment Status:** Full time  
**Reports To:** Chief Building Official  
**Working Hours:** Normal business hours

### SUMMARY

Under the general supervision of the Chief Building Official, the Zoning Inspector is a professional position with a high degree of independence and responsibility for assuring compliance of City zoning and property maintenance regulations.

### MINIMUM QUALIFICATIONS

High school diploma or equivalent. Experience with municipal zoning, construction code compliance, public administration or related field preferred. The ideal candidate would possess working knowledge of due process requirements, private property rights and evidence collection. Must have great communication skills and work well with the general public. Must have a valid Ohio Driver's License and ability to remain insurable under the City's vehicle insurance policy.

### ESSENTIAL FUNCTIONS

- Communicates with and educates property owners and complainants regarding zoning and property maintenance requirements.
- Responds to and investigates complaints involving potential zoning and property maintenance violations.
- Performs routine zoning enforcement and property maintenance compliance inspections.
- Prepares violation notices and orders for zoning and property maintenance violations. Assists in the preparation of citations and attends court proceedings when required.
- Prepares and files certificates of lien.
- Researches and compiles information on a variety of code enforcement issues from multiple sources.
- Maintains public records.
- Demonstrates regular and predictable attendance.

### KNOWLEDGE, SKILLS AND ABILITIES

- **Knowledge of:** City of North Ridgeville policies and procedures\*; BS&A permit software\*; North Ridgeville building and zoning ordinances\*; inspection techniques; code enforcement procedures; safety practices and procedures; local geographic area.
- **Skill in:** data entry; computer operation; use of modern office equipment; Microsoft Office applications; written and verbal communication.

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- **Ability to:** carry out instructions in written, oral or image form; deal with problems involving several variables; define problems, collect data, establish facts and draw valid conclusions; exercise independent judgment and discretion; maintain records according to established procedures; prepare accurate documentation, memos, letters, reports and correspondence; meet deadlines; communicate effectively; answer routine telephone inquiries; resolve complaints; develop and maintain effective working relationships; maintain confidential information; work under stressful conditions.

*\*indicates knowledge, skill or ability developed on the job*

**EQUIPMENT OPERATED**

Automobile; inspection equipment; personal computer, tablet, printer, copy machine and other standard business office equipment.

**PHYSICAL DEMANDS AND WORK CONDITIONS**

The work will occur in an office and field environment. May require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions. Subject to moving mechanical parts, vibrations, fumes, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel and weather conditions.

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**Job Description Approval:**

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Authorized Signature

January 5, 2024

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Date