



JOB TITLE: Zoning & Property Maintenance Inspector
DEPARTMENT: Community Development
CLASSIFICATION: Full-Time
FSLA STATUS: Non-Exempt

MIAMI TOWNSHIP Job Description

POSITION SUMMARY

Under the supervision of the Planning & Zoning Administrator, performs a variety of functions pertaining to enforcement of the Miami Township property maintenance and zoning codes, as well as nuisance laws. Oversees a portfolio of important permit applications, in addition to zoning, property maintenance and nuisance enforcement cases. Experience dealing with compliance situations and good customer service skills helpful.

REPORTING RELATIONSHIPS

- Reports to the Planning & Zoning Administrator

SUPERVISION EXERCISED

- None

MINIMUM QUALIFICATIONS AND CERTIFICATION REQUIREMENTS

- High School Diploma or equivalent

PREFERRED

- Experience dealing with compliance situations.
- Experience in government regulation administration or enforcement.
- Possess good people, writing and computer skills.
- Possess good customer service skills.
- Possess conflict de-escalation strategies.
- Ability to learn processes relative to regulation enforcement.
- Ability to display patience and persistence in helping people resolve zoning and property maintenance issues.
- Self-directed and able to perform independently in field situations.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Working knowledge of office automation and Microsoft Office software products.
- Ability to use online technology and programs.
- Maintain a valid driver's license.
- Excellent organizational skills and attention to detail.

ESSENTIAL FUNCTIONS

- Conduct on-site inspections of properties for property maintenance and zoning compliance.
- Conduct zoning permit final inspections.
- Control nuisance signs including periodic removal from right of way areas.
- Issue notices.
- Write compliance letters.
- Organize and keep enforcement files and data updated.
- Enter information into zoning database.
- Attend and participate in court proceedings.



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- Work with police in issuing court summons.
- Assists with office operations which may include some administrative tasks.
- Answer zoning and property maintenance questions or concerns.
- Research zoning or enforcement history.
- Back up and assist Township Planner and Planning and Zoning Administrator.
- Maintain zoning inspection vehicle in good condition.
- Perform other related duties as required.

WORKING CONDITIONS AND PHYSICAL DEMANDS

- While performing the duties of the job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms.
- Must occasionally lift and/or move boxes weighing up to thirty pounds.
- Specific vision abilities required by this job include close vision and the ability to focus.
- Ability to traverse unimproved and uneven terrain at development sites.

DISCLAIMER AND EMPLOYEE ACKNOWLEDGMENT

The information provided in this job description is intended to indicate the general nature and level of work performed by an incumbent within this position. It is not to be interpreted as a comprehensive inventory of all functions, responsibilities, duties, qualifications, working conditions and physical demands required of employees assigned to this position. Management has the sole discretion to add, modify and/or designate functions, responsibilities, duties, qualifications, working conditions and physical demands of the position at any time. This job description does not constitute an employment agreement between the employer and the incumbent. By signing below, I acknowledge that I have read and understand this Job Description and the provisions of this Disclaimer.

Signature

Printed Name

Date

DATES AND APPROVALS

Authorized by:

Signature

Printed Name

Date