



**Miami Township, Clermont County, Ohio**  
**Community Development Department**  
**Position Description**

**Job Title:** Zoning & Property Maintenance Inspector  
**Department:** Community Development  
**Reports to:** Planning & Zoning Administrator  
**Pay classification:** Non-exempt

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**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.

**Supervision Exercised:** None

**Education/Work Experience:**

- High School Diploma or equivalent
- Experience in government regulation administration or enforcement helpful
- Experience dealing with compliance situations helpful

**Minimum Acceptable Characteristics and Abilities:**

- Good people, writing and computer skills
- Possess or ability to learn and implement good customer service skills
- Possess or ability to learn and implement 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 related to job duties
- Hold valid driver's license
- Excellent organizational skills with detail focus

**Essential Functions and Duties:**

- 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
- 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.

**Physical Requirements:**

- 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 and development sites.

**DISCLAIMER:**

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. Also, this job description does not constitute an employment agreement between the employer and the employee, and it is subject to change by the employer as the needs of the employer and the requirements of the job change.*

Effective date \_\_\_\_\_

Authorized by \_\_\_\_\_