

## **Zoning Inspector – Hilliar Township, Knox County, Ohio**

**Position:** Zoning Inspector

**Location:** Hilliar Township, Knox County, Ohio

**Job Type:** Part-Time

**Reports To:** Hilliar Township Trustees

### **Position Summary:**

The Zoning Inspector is responsible for enforcing Hilliar Township's zoning regulations, reviewing zoning permit applications, conducting site inspections, and ensuring compliance with township ordinances. This position plays a vital role in maintaining the township's land use and development standards while assisting residents, property owners, and businesses with zoning-related inquiries.

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### **Primary Responsibilities:**

- Review and process zoning permit applications, ensuring compliance with township zoning regulations.
  - Conduct field inspections of properties to verify compliance with zoning codes and investigate potential violations.
  - Issue zoning permits, notices of violation, and compliance letters as needed.
  - Respond to public inquiries regarding zoning regulations, permitted uses, and development guidelines.
  - Attend township meetings as required to provide reports on zoning activities and assist in decision-making processes.
  - Maintain accurate zoning records, reports, and documentation related to zoning applications, inspections, and enforcement actions.
  - Work collaboratively with township trustees, legal counsel, and other township staff to address zoning and land-use issues.
  - Assist in updating and interpreting zoning codes, maps, and regulations.
  - Investigate and resolve complaints regarding zoning violations and property use concerns.
  - Educate property owners and developers about zoning laws and assist with compliance efforts.
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### **Qualifications & Requirements:**

- Knowledge of zoning laws, land use planning, and local government regulations.
- Strong communication and customer service skills for interacting with residents, businesses, and township officials.
- Ability to read and interpret zoning maps, site plans, and legal descriptions of properties.

- Detail-oriented with strong organizational and record-keeping skills.
  - Ability to conduct property inspections in various weather conditions and terrain.
  - Proficiency in Microsoft Office and basic computer applications for record management.
  - Ability to work independently and enforce zoning regulations in a fair and consistent manner.
  - Must possess a valid Ohio driver's license and have reliable transportation for site visits.
  - Prior experience in zoning, land use planning, code enforcement, or a related field is preferred.
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#### **Work Schedule & Compensation:**

- This is a part-time position with flexible scheduling, based on the needs of the township.
  - Compensation will be determined based on experience and qualifications.
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#### **Application Process:**

Interested candidates should submit a cover letter, resume, and references to the **Hilliar Township Trustees**. Applications can be submitted via email/online or in person at the township office.

For questions or additional information, please contact the **Hilliar Township Office**.

Hilliar Township is an equal opportunity employer and encourages applications from all qualified individuals.