

Position Summary

Zoning Inspector who shall serve at the pleasure of Council and perform such duties as Council shall determine. Zoning Inspector, also known as zoning officer, is responsible for interpreting and enforcing zoning regulations and requirements on behalf of the Village of Milan. The Zoning Inspector shall be employed to act as the Board of Zoning Appeals officer for the purpose of effecting proper administration of the Zoning Ordinance. Terms of employment, compensation and other such conditions shall be set by Council.

Responsibility

Enforce all zoning rules and regulations; inspect construction sites to determine if they are in compliance with zoning regulations; follow up inspections as necessary; Review plans prior to issuance of a zoning permit. Mark all plans "Approved" or "Disapproved"; review new subdivision plans when submitted as to compliance to zoning regulations. Provide residents with applications for zoning permits, issue zoning permits as permitted by zoning regulations; Revoke zoning permits when needed as permitted by Zoning Regulations. Make period inspections of the community; receive and act upon complaints regarding violations of Zoning Regulations from residents and businesses; notify property owners when in violation, in writing; review zoning regulations as problems arise and make recommendations for change; approve lot splits and consolidation prior to the Planning Commission approval; attend Board of Zoning Appeals meeting and Zoning Commission meetings; work in cooperation with other government officials. Safely keep all official documents/records including applications, complaints, zoning permits, inspection reports and all other documents pertinent to zoning. Performs related duties as required.

Necessary Knowledge, Skills and Abilities

Knowledge of the Village of Milan zoning regulations, departmental rules, regulations and procedures. Skill in operation of modern office equipment; typing; use of computer, Windows XP Professional workstation and peripheral administration, and related software including, but not limited to Microsoft Word, and Power Point. Also use of Pictometry from EagleView and Huron and Erie County Auditor's websites. Ability to explain policies and regulations in clear, concise manner; meet schedules and time lines; deal effectively with coworkers and general public; prepare and maintain office records and reports; handle sensitive inquiries from and contacts with officials and general public; deal with problems involving several variables in familiar context, perform all assigned tasks with a high degree of accuracy.

Minimum Employment Qualifications

High school diploma or equivalent.

Additional Requirements

Have good driving record, must drive personal vehicle for Village business from time to time. Is subject to inside and outside environmental conditions. Attend BZA & Planning Commission meetings.

Probationary Period

6 mos.