



**Affirmative Action Committee**  
Marion City Hall  
233 West Center Street  
Marion, Ohio 43302

November 10, 2021

TO WHOM IT MAY CONCERN:

The City of Marion has a need to hire an individual for the following position in the **Engineering Department**.

**Zoning/Compliance Inspector** - It is a full-time, non-exempt position with a starting pay rate of \$18.66 per hour and tops out at \$24.89/hr. upon successful work performance after 15 months. Highlights of this job description are listed below with a full job description attached.

**Note:** - This position is responsible for the administration and enforcement of the City's Zoning Codes; issuing permits; ensuring compliance with and investigation of all violations with all Zoning/Compliance/Obligations contained in the City Code.

- Associates Degree or equivalent from a two-year college or technical school in a related field of work with 6-months to 1-year experience in Construction and Code Law Enforcement preferred, or any combination of education and experience may be considered.
- Must have valid Ohio Driver's License without restrictions that is free from any requirement of High-Risk Liability Insurance.
- Passing of a Background Check, Physical Examination, Drug and Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Monday, November 15, 2021 at 8:00 am

Application Closing Date/Time: Wednesday, December 1, 2021 at 4:00 pm

Applications may be obtained from: Human Resources Office, 233 W. Center St., 3<sup>rd</sup> floor

- OR - download from [www.marionohio.us/employment](http://www.marionohio.us/employment)

**It is the policy of the City of Marion not to discriminate in the selection of candidates.**

A handwritten signature in black ink that reads "Janell O'Neil".

Janell O'Neil  
City of Marion

**Attachment**

cc: Committee Members	Public Works Director	Auditor	IT	Probation
Support Data List (AA)	HRAA – O'Connor	Council	Law Director	Senior Center
Mayor	HRC – Mayes	Engineering	Municipal Court	Transit
Safety Director	City Hall – 3 Floors	Fire Dept – 3	Parks	Utility Billing
Service Director	Airport	Garage	Police Dept	WWTP

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

**AN EQUAL OPPORTUNITY EMPLOYER**

**Job Title:** ZONING/COMPLIANCE INSPECTOR  
**Department:** ENGINEERING  
**Reports To:** LAW DIRECTOR  
**FLSA Status:** NON-EXEMPT (USWA Unit 2-A - Grade 22)  
**Prepared By:** H. R.

**SUMMARY:** Under the supervision of the Law Director, the Zoning/Compliance Inspector is responsible for the accurate, timely administration and enforcement of the City Zoning Code. Including, but not limited to: accepting applications for and issuing permits, ensuring compliance with all Zoning/Compliance/ Obligations contained within the City Code. These responsibilities are in addition to all other duties assigned by supervisor related to Codes, Regulations or Obligations. The Inspector shall also ensure that all observations made in the field, which may be violations of the City Health Code, Premises Regulations or other Codified Ordinances or other obligations are addressed by him/her or referred to the appropriate proper enforcement authority for action.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but not limited to the following and such other duties as may be assigned by the supervisor:

- Examines/inspects locations and uses of buildings/properties to determine compliance with Zoning Codes, Regulations or Obligations;
- Investigates all allegations of violations of the Zoning Codes, Regulations or Obligations; prepares and issues citations against the responsible parties; appears in legal proceedings associated with each enforcement action; monitors the progress of all enforcement cases; compiles necessary reports, evidence, and supporting documentation necessary to bring a successful prosecution when non-compliance is found and necessary to ensure Code Compliance.
- Prepares forms and/or letters advising property owners and tenants of violations and time allowed for correction; consults file of violation reports and revisits dwellings at periodic intervals to verify correction of violations by property owners and/or tenants;
- Explains requirements of Zoning Codes, Regulations or Obligations to property owners, building contractors and other interested parties;
- Attends and represents City Administration at Zoning Board, Board of Zoning Appeals or Board of Building Appeals meetings and all other meetings as directed.
- Reviews and acts on all zoning applications for compliance with Zoning Codes;
- Collects applicable fees for Zoning Board Appeals applications and issues all permits under the provisions of the Zoning Codes, Regulations or Obligations;
- Reviews plans with applicants and suggests changes in order to meet obligations of Code, Regulations or Obligations, when needed;
- Prepares maps, drawings and other materials pertaining to Zoning matters included but not limited to cataloguing and organizing Zoning and Zoning related changes on the City's GIS system or its successor. Converts paper documents to electronic files within the City's system as directed;
- Measures dwelling units and rooms to determine compliance with ordinance space requirements
- Initiates periodic and special reports; keeps records pertaining to zoning; designs and/or revises forms as may be necessary.
- Appears as a representative of the City Administration at various public relation conferences/meetings, such as speak to and present before community organizations or at community events.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Associate's degree (A. A.) or equivalent from a two-year college or technical school

in a related field of work with six months to one year experience in Construction and Code Law Enforcement preferred; or any combination of education and experience which provides the required knowledge, skill and ability may be considered. Tests may be administered to determine acceptable level of knowledge, skill and ability.

**Language Skills:** Ability to: read and interpret documents such as blue prints, safety rules, operating and maintenance and procedure manuals. Ability to compose concise, coherent reports and correspondence; provide testimony and supporting evidence in enforcement proceedings; speak effectively before groups of citizens or employees of organizations.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to interpret and scale-off drawings in any unit as needed. Ability to interpret plats and lot surveys on both drawings and legal descriptions. Ability to interpret easements and right of way locations.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of and proficient ability in use of the specialized general software products in existence and Zoning computer program software. Should also have a working knowledge and high capability to utilize Internet; GIS systems, Spreadsheet and Word software.

**Certificates, Licenses, Registrations:** Valid, unrestricted, Ohio Driver's License without restrictions of any privilege to drive at any time and is also free from any requirement of High Risk Liability Insurance.

**Other Skills and Abilities:** Excellent skill in the use of personal computers and other office equipment; good drawing and drafting skills. Ability to read and understand blue prints and maps; carry out oral and written instructions; define problems; collect data and draw conclusions; read and record data accurately; complete routine and complex forms; interact with various government officials and the public with tact and courtesy; speak clearly and distinctly to assure comprehension; and maintain a friendly atmosphere in the workplace. Ability to present before community groups and gatherings and an ability to research deeds and title obligations including but not limited to those which may be found in the County Recorder's office.

**Other Qualifications:**

- Thorough knowledge of Zoning Codes, Regulations or Obligations.
- Thorough knowledge of City of Marion street locations.
- Working knowledge and effective ability to utilize: City Health and Premises Codes and Regulations;
- Thorough knowledge of non compliance enforcement mechanisms.
- Working knowledge of Construction practices and techniques.
- Working knowledge of City Code, Ordinances and Regulations. Understanding of State and other laws and practices of zoning;
- Above average knowledge and proficient use of office practices and procedures.

**PHYSICAL DEMANDS:** The physical demands described here 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 the essential functions.

The employee is: regularly required to drive a motor vehicle; stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear; frequently required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell; lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is: frequently exposed to fumes or airborne particles; outside weather conditions and risk of electrical shock; occasionally exposed to toxic or caustic chemicals and vibration. The noise level is usually quiet to moderate.