

VILLAGE OF MORROW ZONING DEPARTMENT
MORROW, OHIO

Position: **Zoning Inspector**

Job Responsibilities: The primary responsibility will be to enforce the provisions of the Zoning Ordinance for the Village of Morrow, including issuing zoning permits and certificates of occupancy, as well as conducting inspections of buildings and uses of land in the Village. Responding to questions from citizens regarding zoning is required as is acting on submitted applications for zoning and the review and approval of site plans. This position will maintain permanent and current records of zoning permits, inspection documents and records of all variances, amendments and special uses. Other related duties include determining the existence of violations of the Zoning Ordinance as well as documenting nonconforming uses, lots and structures. Other related duties include working with the Planning Commission and attending meetings of that group as well as periodically reporting to Village Council on the status of zoning. The typical work week is 20 hours (1/2 time position) with flexible work hours as demand arises. There may be times when a non-standard work week with an on-call roll is necessary, but the typical work week is dayshift hours.

Minimum Qualifications: High school degree or GED. Experience with zoning processes and familiarity with Morrow streets and structures. Basic computer skills required.

Personal Requirements: Physically fit and able to lift up to 50 lbs., capable of working alone methodically and accurately, self-motivated and disciplined, self-starter, creative and innovative, good driving record, good communication skills with the public and co-workers. Must be able to pass a pre-employment drug and alcohol test. Position is subject to random drug and alcohol testing.

Pay Range: Zoning inspector position – Pay \$23.00 to 26.00 per hour depending upon experience. Because this is a part-time position, no health care or retirement benefits are available.

Application Process: An application for employment can be obtained at:

The Village of Morrow
150 East Pike St.
Morrow, Ohio 45152

Or by contacting the Village Administrator at caroline.whitacre@vil.morrow.oh.us
Applications must be received by 4 pm on Tuesday, July 27, 2021.