



Zoning Inspector & Road Maintenance Job Description

(Effective November 6, 2019)

Zoning Permits – Homeowners and Builders

- Check plot plans and site plans for compliance to zoning regulations
- Confer with homeowner or developer to interpret and provide guidance regarding zoning resolutions
- Verify square footage and determine cost of zoning permit
- Write and file zoning permit and verify plan
- Provide monthly and year permit report per zoning regulations, Article XIX

Enforcement

- Travel township to investigate possible zoning violations
- Process violations in order to correct
- Attend court proceedings as required
- Communicate with county prosecutor regarding interpretation of zoning resolutions and enforcement
- Inform prosecutor of updates of zoning resolutions
- Check on proper location and construction of driveways, bridges, and/or culverts, foundation location

Trustee Meetings

- Attend meetings as scheduled, give zoning report if necessary
- Provide trustees with reports as required
- Inform trustees of activities and information gathered from attendance at various meetings

Zoning Commission

- Attend meetings as scheduled
- Prepare exhibits for Commission members
- Provide a brief on rezoning requests

Board of Zoning Appeals

- Attend meetings as scheduled
- Visit property in question
- Take photographs as needed
- Obtain background information and any documentation requested by the appeals board
- Prepare and give a brief of the appeal or variance requested

Planning Commission

- Attend meetings as they pertain to Middleton Township

Land Use Committee

- Attend meetings as scheduled
- Provide exhibits and any information needed to enhance the topics of discussion
- Research as required for planning
- Contact participants for meetings
- Chair meeting - \$75 / meeting

Various Other Duties

- Maintain Communication with:
 - Prosecutor
 - County Engineer
 - Director of Planning Commission
 - Building Inspection
- Other duties as directed by Township Trustees
- Travel township to job sites to assist with foundation location and measurements.

Road Maintenance Duties

- Mow roadsides as directed
- Snow removal as directed
- Apply road / cold patch, berm roadsides, general road maintenance as directed
- Trash/leaf pick up as directed
- Assistance as needed per road supervisor

Employment Compensation

- 90-day probation period
- Flexible 40-hour work week within a minimum of four days
- Overtime incurred after 40-hours accumulated in one week
- Guaranteed minimum of two (2) hours compensation to be applied to the 40-hour week if called out on a township emergency after normal working hours
- Benefits, including sick and vacation pay, per employee handbook
- Reimbursement for mileage of personal vehicle if township vehicle is not available at county rate
- Use of township cell phone and credit cards per township policies
- Holidays – see handbook for official holidays
 - Zoning Inspector is allowed to float Columbus Day and Veteran's Day

I have read, understand, and agree to the Township duties as specified in the Zoning Inspector & Road Maintenance Job Description.

Employee Signature

Date

Employee Printed Name

Witness - Township Official Name/Title