

Morrow County

Board of County Commissioners

Job Description

Job Title	Assistant Zoning Inspector	Unclassified/Exempt	
Job Location	Morrow County Zoning Office		
Reports to	Planning & Zoning Director	Department	Zoning
Date	March 14, 2022	Approved	March 21, 2022

Job Summary

The approved applicant would be under the general direction of the Morrow County Commissioners, and the direct supervision of the Planning & Zoning Director. The Assistant Zoning Inspection would be required to do zoning inspections, and must be able to work without direct supervision. This is an as needed position, most weeks the Assistant Zoning Inspector would work 2 days, possibly 3 days, it would depend on the number of inspections needing done.

Additional Responsibilities

- a. Drive to properties and confirm the use of the proposed building(s), measure from the outside corners (staked) of the proposed building to property lines to confirm the setbacks, and measure the size of the building, and convert to square footage.
- b. Keep mileage and documentation of every property that he/she inspected.

Qualifications/Skills

- High School Diploma, or equivalent.
- Current Ohio Driver's License.
- Clean driving record.
- Ability to operate a Morrow County Vehicle, check the fluids regularly maintain a clean vehicle, and report any needed repairs to Planning & Zoning Director.
- Ability to read a tape measure, and measuring wheel.
- Ability to ready surveys, and legal descriptions.
- Ability to learn and understand the Morrow County Zoning Resolution.
- Ability to work and drive in all weather conditions.
- Ability to read blue prints.
- Ability to interact directly with the public.

Note: This job summary and description in no matter states or implies that these are the only duties and responsibilities to be performed.



MORROW COUNTY ZONING

80 N. Walnut Street, Suite C

Mount Gilead, OH 43338

419-946-1911

03/22/22

Assistant Zoning Inspector

Plases send resumes to zoning@co.morrow.oh.us

This position is open until filled