



City of Canfield

104 LISBON STREET
CANFIELD, OHIO 44406-1416

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www.ci.canfield.oh.us



JOB OPPORTUNITY

ZONING INSPECTOR / BUSINESS PLANNER

Current Salary Range: \$63,831 - \$69,749

Following is a brief overview of the position. Please review the entire job description (attached) for a complete listing of the essential duties, responsibilities, physical demands and working environment, minimum qualifications, and other requirements of this position.

REQUIRED:

Must be at least 18 years of age, Must have High School diploma or G.E.D. certificate, Valid Ohio driver's license or available transportation, Clear diction and legible handwriting, Neat and Clean appearance, Excellent filing and organizational skills, Experience in reading, analyzing and interpreting blueprints and maps, Ability to deal with the public in calm, polite manner, Normal hearing and vision (corrected vision is acceptable), Prior to appointment, the applicant must pass a CVSA, background check and a physician must sign off on the job description, The "Zoning Inspector/Business Planner" is a non-union, non-civil service position, which serves at the pleasure of the city manager, The probationary period for the position of "Zoning Inspector/Business Planner" will be twelve (12) months, Other qualifications as deemed necessary by the City Manager.

PREFERRED:

Highly Preferred – Four Year degree in planning, public administration or other related field, Experience and working knowledge as a Business Planner and/or Zoning Inspector preferred, Comprehensive knowledge in economic development and planning is preferred, Standard knowledge of construction industry and practices preferred, Knowledge of applicable building and property maintenance codes preferred, Construction or inspection experience preferred

How to Apply:

Application forms may be downloaded <https://canfield.gov/employment-opportunities/> or obtained at City of Canfield Municipal Building, 104 Lisbon St., Canfield, Ohio 44406 between 8am and 4:30pm Monday through Friday. Notarized completed applications must be returned to the City of Canfield Municipal Building no later than 4:00 p.m. on Thursday, November 30, 2023. Qualified candidates will be notified of their eligibility to participate in the hiring process. Questions can be referred to Acting City Manager Chuck Colucci at 330-533-1101 or ccolucci@canfield.gov

The City of Canfield is an Equal Opportunity Employer and maintains a policy of Equal Employment Opportunity for all employees and applicants. The City of Canfield does not discriminate in employment or the provision of services on the basis of race, color, national origin and ancestry, gender (sex), religion, age, disability, sex (wages), military status, genetic information, pregnancy, or any other characteristic protected by Federal or State law.

Date Posted: 11/09/23



CLASSIFICATION SPECIFICATION
CITY OF CANFIELD (UPDATED 10/23)
AN EQUAL OPPORTUNITY EMPLOYER

Class Title: Zoning Inspector/Business Planner

REQUIRED/PREFERRED QUALIFICATIONS FOR APPOINTMENT

REQUIRED:

- Must be at least 18 years of age
- Must have High School diploma or G.E.D. certificate
- Valid Ohio driver's license or available transportation
- Clear diction and legible handwriting
- Neat and Clean appearance
- Excellent filing and organizational skills
- Experience in reading, analyzing and interpreting blueprints and maps
- Ability to deal with the public in calm, polite manner
- Normal hearing and vision (corrected vision is acceptable)
- Prior to appointment, the applicant must pass a CVSA, background check and a physician must sign off on the job description
- The "Zoning Inspector/Business Planner" is a non-union, non-civil service position, which serves at the pleasure of the city manager.
- The probationary period for the position of "Zoning Inspector/Business Planner" will be twelve (12) months.
- Other qualifications as deemed necessary by the City Manager

PREFERRED:

- Highly Preferred – Four Year degree in planning, public administration or other related field
- Experience and working knowledge as a Business Planner and/or Zoning Inspector preferred
- Comprehensive knowledge in economic development and planning is preferred
- Standard knowledge of construction industry and practices preferred
- Knowledge of applicable building and property maintenance codes preferred
- Construction or inspection experience preferred

JOB DESCRIPTION

(FACTORS AND CONDITIONS WHICH ARE ESSENTIAL CHARACTERISTICS OF THE POSITION)

The responsibilities of the Zoning Inspector/Business Planner require consistent attention and commitment to this city's mission. All assigned duties and tasks are expected to be performed in an effective, efficient and safe manner. The Zoning Inspector/Business Planner must accept the responsibility to support and promote this city's mission and comply with its directives. Personal conduct and behavior must be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the agency or its members. This position requires a high level of problem-solving ability, self-initiative, and the ability and willingness to work without direct supervision. Successful performers are those who are capable and willing to make decisions that are consistently in line with the city's mission, goals, and objectives.

Under the supervision of the City Manager or her/his designee, the Zoning Inspector/Business Planner will be responsible to enforce the provision of the zoning ordinance, interpret laws, rules, regulations, policy and procedures, and make sound decisions based on the interpretations. The Zoning Inspector/Business Planner will conduct special studies and research development related to the City's Plans and Zoning Ordinances as may be necessary.

The Zoning Inspector/Business Planner will also assist with the city's economic development efforts.

The Zoning Inspector/Business Planner will issue zoning certificates in accordance with the City's Zoning Ordinances and will be responsible for the review of site and construction plans related to zoning, conduct field inspections, maintain detailed records, answer public inquiries, and investigate complaints and violations of the Zoning Ordinances.

MAJOR RESPONSIBILITIES, DUTIES, QUALIFICATIONS AND SKILLS

The Zoning Inspector/Business Planner is responsible for enforcing zoning ordinances and consulting with the city attorney in regards to the interpretation of ordinances, maps and blueprints; investigating suspected zoning violations, notifying property owners of such violations in writing and issuing citations for unresolved violations.

The Zoning Inspector/Business Planner is responsible for the performance of all duties assigned by Section 1125.04 of the Canfield Code, including but not limited to; issuing zoning permits, preparing monthly and annual zoning reports; updating official district zoning maps; investigation and enforcement of property maintenance code violations (notifying property owners, in writing, and issuing citations where necessary); identifying and removing illegal signage, and recording inspections of foundation, sewer and storm connections. Further responsibilities include acting as the secretary of the Design Committee and Planning & Zoning Commission, scheduling meetings and providing application documents to the committees, preparing zoning documents for meetings, and keeping records of meetings. Additionally, the zoning inspector shall attend city council meetings and provide monthly reports, and attend Mayor's Court when needed.

Additional Responsibilities:

1. Enforce the provision of the Zoning Ordinances and interpret the meaning and application of its provisions
2. Perform plan review of residential/commercial/industrial site plans for zoning and land use compliance
3. Complete site inspections as required or when necessary
4. Review and issue zoning certificate(s) when the provisions of the Zoning Ordinances have been met or refuse to issue same in the event of non-compliance
5. Investigate and determine Zoning Ordinances violations and take all necessary steps to remedy the violation
6. Issue stop-work orders when necessary
7. Identify, inventory, and monitor violation notices for non-conformity
8. Maintain all records necessary and appropriate to the office including applications, zoning certificates, inspections, zoning certificate denials, violations, and complaints
9. Update the official Zoning Map as needed
10. Develop recommendations regarding Zoning Ordinances or Map amendments; zoning fee structure; zoning forms; propose solutions to any problem encountered in administering the Zoning Ordinance
11. Coordinate the enforcement of the Zoning Ordinance and codes with active cooperation with other agencies and City Departments
12. Respond to all requests by the public officials in a courteous and professional manner and within a reasonable amount of time
13. Conduct effective documented communications with permit applicants, related governmental agencies, businesses, or other City Departments as necessary
14. Assist the City Manager and the City Council in developing and maintaining the Comprehensive Plan

15. Ability to relate, communicate and interact with superiors, peers, co-workers, governmental officials, community organizations, contractors, developers, businesses, and the general public
16. Ability to establish and maintain effective professional working relations with superiors, peers, co-workers, governmental officials, contractors, developers, business owners and the general public
17. Prepare and submit annual reports to the City Manager and the City Council
18. Identify grant opportunities, prepare grant applications and submit the same, and administer grant awards
19. Perform other duties and accepts responsibilities as may be directed

Skills and Qualifications:

1. Ability to comprehend and correctly use a variety of informational and legal documents including reference books, manuals, requisitions, purchase orders, invoices, applications, plans, site plans, grading plans, blueprints, and other reports or records
2. Ability to prepare reports, letters, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style
3. Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information; ability to use independent judgment, common sense, and rational systems in the performance of tasks
4. Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices and departments
5. Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a responsive, understanding, helpful and professional manner with coworkers, supervisors, and the general public
6. Comfortable speaking before groups and organizations
7. Excellent written and verbal communications skills
8. Proficiency in Geographic Information Systems (GIS) preferred
9. Detail oriented and must possess good organizational skills

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related or a logical assignment of the position.

WORK CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work performed in this capacity is in both indoor and outdoor settings. Successful candidates to this position will be required to work in varying weather conditions (heat, humidity, rain, snow and cold). Secondary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods or time; occasionally stoop, bend, kneel, crouch, reach and twist; to lift carry push and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

The zoning inspector/business planner schedule will be Mon-Fri 8a-4:30p and shall attend monthly meetings.

CITY OF CANFIELD

ZONING INSPECTOR/BUSINESS PLANNER APPLICATION

Application for Employment		Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of any non-job related medical condition or handicap.	
Application Date		Referred by	Positions(s) Applied For:
Personal Information	Social Security No.		<input type="checkbox"/> Full Time Employment <input type="checkbox"/> Part Time Employment <input type="checkbox"/> Other (You may mark more than one box)
	U.S. Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No		
NAME (Last, First, Middle)		Area Code & Phone Number	
CURRENT ADDRESS (Street, Apt, City, State, Zip Code)		Length of Time at Address	
PREVIOUS ADDRESS (Street, Apt, City, State, Zip Code)		Length of Time at Address	
PREVIOUS ADDRESS (Street, Apt, City, State, Zip Code)		Length of Time at Address	
Education High School	SCHOOL NAME: FULL ADDRESS:		<input type="checkbox"/> Diploma Received <input type="checkbox"/> G.E.D. Received Date Received:
	GPA	Course of Study	Awards/Honors/Offices
Attendance Record		Favorite Class	
Education Undergraduate	SCHOOL NAME: FULL ADDRESS:		<input type="checkbox"/> Associate Degree <input type="checkbox"/> Bachelors Degree Date Received:
	GPA	Major / Minor	Awards/Honors/Offices
Why was this school chosen?			
Attendance Record		Favorite Class	
Education Graduate	SCHOOL NAME: FULL ADDRESS:		<input type="checkbox"/> Masters Degree Date Received:
	GPA	Major / Minor	Awards/Honors/Offices
Why was this school chosen?			
Attendance Record		Favorite Class	
Education Other	SCHOOL NAME: FULL ADDRESS:		<input type="checkbox"/> Masters Degree Date Received:
	GPA	Course of Study	Awards/Honors/Offices
Why was this school chosen?			
Attendance Record		Favorite Class	
Military Information	Branch	From:	To
	Highest Rank or Grade	Terminal Rank or Grade	Type of Discharge
Nature of Duties:			
Awards/Honors:			

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ZONING INSPECTOR/BUSINESS PLANNER APPLICATION

Employment Information	List ALL employment starting with your present position, then the last position before that, and so forth. Use additional forms if needed.		
#1: From: To	Company Name	Position / Title Held	
LOCATION (Street, City, State, Zip Code)		Immediate Supervisor	
Other Supervisor:	Other Supervisor:	Other Supervisor:	
Responsibilities:			
What did you like most about your job?			
What did you least enjoy?			
Reasons for leaving:			
Compensation:			
Attendance Record:			
Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No Signature:			
#2: From: To	Company Name	Position / Title Held	
LOCATION (Street, City, State, Zip Code)		Immediate Supervisor	
Other Supervisor:	Other Supervisor:	Other Supervisor:	
Responsibilities:			
What did you like most about your job?			
What did you least enjoy?			
Reasons for leaving:			
Compensation:			
Attendance Record:			
Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No Signature:			
#3: From: To	Company Name	Position / Title Held	
LOCATION (Street, City, State, Zip Code)		Immediate Supervisor	
Other Supervisor:	Other Supervisor:	Other Supervisor:	
Responsibilities:			
What did you like most about your job?			
What did you least enjoy?			
Reasons for leaving:			
Compensation:			
Attendance Record:			
Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No Signature:			

Over

ZONING INSPECTOR/BUSINESS PLANNER APPLICATION

#4: From:	To	Company Name	Position / Title Held
LOCATION (Street, City, State, Zip Code)			Immediate Supervisor
Other Supervisor:	Other Supervisor:	Other Supervisor:	
Responsibilities: What did you like most about your job? What did you least enjoy? Reasons for leaving: Compensation: Attendance Record: Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No Signature:			
#5: From:	To	Company Name	Position / Title Held
LOCATION (Street, City, State, Zip Code)			Immediate Supervisor
Other Supervisor:	Other Supervisor:	Other Supervisor:	
Responsibilities: What did you like most about your job? What did you least enjoy? Reasons for leaving: Compensation: Attendance Record: Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No Signature:			
#6: From:	To	Company Name	Position / Title Held
LOCATION (Street, City, State, Zip Code)			Immediate Supervisor
Other Supervisor:	Other Supervisor:	Other Supervisor:	
Responsibilities: What did you like most about your job? What did you least enjoy? Reasons for leaving: Compensation: Attendance Record: Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No Signature:			

ZONING INSPECTOR/BUSINESS PLANNER APPLICATION

#7: From:	To	Company Name	Position / Title Held
LOCATION (Street, City, State, Zip Code)			Immediate Supervisor
Other Supervisor:	Other Supervisor:	Other Supervisor:	
Responsibilities: What did you like most about your job? What did you least enjoy? Reasons for leaving: Compensation: Attendance Record: Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No Signature:			
#8: From:	To	Company Name	Position / Title Held
LOCATION (Street, City, State, Zip Code)			Immediate Supervisor
Other Supervisor:	Other Supervisor:	Other Supervisor:	
Responsibilities: What did you like most about your job? What did you least enjoy? Reasons for leaving: Compensation: Attendance Record: Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No Signature:			
#9: From:	To	Company Name	Position / Title Held
LOCATION (Street, City, State, Zip Code)			Immediate Supervisor
Other Supervisor:	Other Supervisor:	Other Supervisor:	
Responsibilities: What did you like most about your job? What did you least enjoy? Reasons for leaving: Compensation: Attendance Record: Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No Signature:			
Is there Other Employment NOT listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No. If "Yes," please list all other employment on a separate sheet of paper and attach to this form! If "No," Applicant hereby certifies that all employment is hereby accounted for on this application, and further understands that failure to disclose any previous employment is grounds for termination in the event that applicant is hired with this organization.			
Signature:			

ZONING INSPECTOR/BUSINESS PLANNER APPLICATION

Job Related Questions / Plans / Goals	
List all related certifications you have attained:	
What special skills, experiences or qualifications, related to the position(s) applied for, do you possess? (Sell yourself).	
List all other communities which you have <i>current applications</i> filed. Note status of employment opportunities for each application (best guess):	
If applying for a part time position: What are your available hours and days to train and work at this agency?	
What are your long-term goals for employment?	
Do you have any driving record? <input type="checkbox"/> Yes <input type="checkbox"/> No. If "Yes," please explain.	
Do you have any prior Driving Under the Influence convictions? <input type="checkbox"/> Yes <input type="checkbox"/> No. If "Yes," please explain.	
Applicant hereby certifies that all driving record history within the past five years is hereby accounted for on this application, and further understands that failure to disclose any previous or pending driving record is grounds for termination in the event that applicant is hired with this agency. Applicant hereby grants permission to the Canfield Police Department to conduct a license records check through all available sources.	
Signature:	
Are you computer literate? <input type="checkbox"/> Yes <input type="checkbox"/> No. If "Yes," please explain.	
What programs are you familiar with?	
To what extent?	
Can you type? <input type="checkbox"/> Yes <input type="checkbox"/> No.	
I hereby authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. I further understand and agree that my employment is for no definite period of time and may be terminated at any time with notice, with consideration given to any applicable state, federal, or civil service rules or laws.	
Date:	Signature:

Please feel free to include your current resume and copies of applicable certifications with this application.

ZONING INSPECTOR/BUSINESS PLANNER APPLICATION

WAIVER OF CONFIDENTIAL RECORDS

Name (print)

Date of Birth

Social Security Number

Address:

Street

City

State

Zip Code

To Whom It May Concern: I am an applicant for a position with the City of Canfield public works department. The department needs to thoroughly investigate my background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the City of Canfield bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Canfield Police Department, whether said records are of public, private, or confidential nature. The intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Canfield Police Department to consider in determining my suitability for employment in that department. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in my case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of your organization, including its officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the Canfield Police Department regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the City of Canfield's acceptance and processing of my application for employment, I agree to hold your organization, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the City of Canfield. I understand my rights under Title 5, United States Code, section 552a, the Privacy Act of 1974 and related Ohio Revised Code sections, with regard to access and to disclosure of records, and I waive those rights with the understanding that the information furnished will be used by the City of Canfield in conjunction with employment procedures.

A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

This waiver is valid upon my signature during the time associated with the selection process of the City of Canfield.

I agree to indemnify and hold harmless the person to whom this request and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of or by reason of complying with this request.

The following information must be completed in the presence of a certified Notary Public:

_____, having been duly sworn under oath states that this is his/her
Name of Applicant/ Affiant

(Circle one) lawful affidavit and request for release of records.

Signature of Applicant

Sworn and subscribed before me, a Notary Public this ____ day of _____, 2023.

SEAL MUST BE AFFIXED

Signature of Notary Public

Printed Name of Notary

Printed Address of Notary

(Out of state notary must submit Certificate)