

CITY OF FRANKLIN, OHIO
RESOLUTION 2023-27

AMENDING THE POSITION DESCRIPTION FOR ZONING OFFICIAL

WHEREAS, Section 8.08 of the Franklin City Charter requires this Council to adopt a Position Classification Plan containing position descriptions for all City positions, considering the duties, authority and responsibility of each position;

WHEREAS, this Council adopted a Position Classification Plan and position descriptions on August 18, 2003; and

WHEREAS, upon the request and recommendation of the City Manager/Safety Director, this Council now finds it desirable to update the position descriptions for the Zoning Official;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Ohio, a majority of members of Council present concurring, that:

Section 1. The position description for Zoning Official is hereby amended as shown in the attached Exhibit A.

Section 2. It is found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 3. That this resolution shall become effective immediately upon its passage.

ADOPTED: April 17, 2023

ATTEST: Khristi Dunn
Khristi Dunn, Clerk of Council

APPROVED: Todd Hall
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on April 17, 2023.

Khristi Dunn
Khristi Dunn, Clerk of Council



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POSITION DESCRIPTION

Employee Name:		Division/Department:	Safety / Building & Zoning
Civil Service Status:	Unclassified	Position Title:	Zoning Official
Employment:	Full-time/Part-Time	Reports To:	Safety Director
FLSA Status:	Exempt	Supervises:	N/A

GENERAL DESCRIPTION: Under general supervision performs specialized functions associated with enforcing and administering associated with enforcing the City Zoning Code (Unified Development Ordinance).

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. Responsible for ensuring that new development and ongoing land occupancy conform to applicable City regulations regarding land use and zoning, drainage and stormwater management, special flood hazard areas and nuisance abatement.
2. Responsible for zoning application intake procedures and determinations of completeness of zoning applications; reviews all zoning applications and site plans for zoning compliance; advises Planning Commission, Board of Zoning Appeals, ~~the Historic District Review Board~~ and administration on all matters upon which those bodies need to act and provides to those bodies all documents, maps and any other related information deemed necessary.
3. Reviews and approves or denies permit applications for accessory uses, signs, minor site plans, temporary uses and maintains a complete record of all such issued permits. Issues Certificates of Zoning Compliance in accordance with the City's Unified Development Ordinance.
4. Maintains all records of zoning approvals, denials, permits and construction inspections and prepares reports for various Federal, State, County and City agencies.
5. Responsible for receiving and acting on zoning and nuisance complaints, including any required investigations and notices; assists in the preparation of information for legal action against violators of codes and ordinances; assists the City Prosecutor in whatever way necessary to prosecute an enforcement action including, but not limited to, field inspections, research, and providing testimony in court cases.
6. Understands, interprets, and applies information from the Ohio Administrative Code, Franklin's Codified Ordinance, Unified Development Ordinance, Property Maintenance Code, Franklin City Charter, Ohio Building Code, Ohio Fire Code, and other pertinent legislation, as applicable.
7. Assists and advises contractors, developers, property owners and others regarding zoning and related regulations and requirements; responds to zoning inquiring by phone or in writing; responds to citizen complaints and undertakes enforcement actions as necessary; assists the public in zoning enforcement issues.
8. Conducts field inspections to ensure compliance with all zoning regulations, conditions of approval or permit requirements and to investigate and determine zoning violations.
9. Handles written and oral correspondence relative to applicable code violations. Prepares or completes various forms, reports, correspondence, logs, inspection reports, notices, formal warnings, citations, affidavits, and court disposition forms.
10. Receives various forms, reports, correspondence, inspection reports, police/fire reports, newspapers, photographs, maps, property records, legal documents, manuals, codes, ordinances, directories, reference material, or other documentation. Reviews, completes, processes, forwards and retains as appropriate.

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11. ~~Represents the City professionally in all interaction with members of the community. Meets all job safety requirements and all applicable OSHA safety standards and NFFA regulations that pertain to essential functions.~~
 12. Serves as staff liaison to the Planning Commission, Board of Zoning Appeals and other City boards, commissions and/or County agencies; prepares budget information; attends the meetings of the Planning Commission, Board of Zoning Appeals and other zoning boards or commissions; attends City Council meetings and meetings of other City and civil groups, as required by the Safety Director; serves as a member of other boards and commissions, as required by the Safety Director or by Council.
 13. ~~Demonstrates regular and predictable attendance.~~

OTHER DUTIES AND RESPONSIBILITIES:

1. May serve as liaison to community groups, committees appointed by Council, or other City Boards or Commissions, as required by the Safety Director.
2. Represents the City when necessary in various governmental matters, as requested by the Safety Director.
3. Performs other duties as required.

QUALIFICATIONS:

~~High school diploma or equivalent; five (5) to ten (10) years experience in engineering and/or zoning enforcement.~~

Communication Skills: Ability to comprehend, interpret, and apply regulations, codes, procedures, and related information in carrying out job duties. Ability to communicate clearly and effectively oral and in writing. Ability to write reports using professional planning knowledge and maintain records and reports according to established procedures. Ability to explain City Ordinances and regulations to property owners. Ability to mediate disputes and negotiate complex property management cases.

Ability to communicate effectively, tactfully, and cautiously with staff and members of the community, apply active listening skills, and effectively establish and maintain working relationships with those contacted in the course of work. Ability to recognize and deal effectively with unusual, threatening, or emergency situations. Ability to work as a team with other staff and management.

Education and Experience: Must be at least 18 years of age, High school diploma or equivalent and minimum of five years' experience in engineering and/or code enforcement. Knowledge of City Property Maintenance Code and job-related portions of the Municipal Codes required. Valid Ohio driver's license and continuous insurability required.

Math skills: Ability to add, subtract, multiply, and divide whole numbers, and to calculate fractions, decimals, and percentages.

Physical Requirements: (with or without accommodation): Primary functions require sufficient physical ability to work in both an indoor and an outdoor environment. Frequently required to sit or stand for prolonged periods of time, and use hands and arms to reach, hold, and operate keyboards and vehicles. Ability to occasionally walk, sit, stoop, bend, kneel, crouch, reach, twist, climb, crawl, balance, push, pull, lift, and or move up to twenty-five (25) pounds unassisted. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Ability to speak and hear required.

Reasoning Skills: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to inspect property to determine if unsafe and unsanitary conditions and/or Code violations exist, initiate action, and explain violations. Ability to understand, interpret and apply laws, rules and regulations to specific situations. Ability to use independent judgment and exercises discretion and work with little direct supervision when necessary.



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Technical Skills: Ability to operate phone system and use e-mail and word processing. Ability to learn automated system functions used in carrying out job duties. Ability to operate in a network environment. General knowledge of PC equipment modern office practices and procedures and computer related software required.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Computer, fax machine, copier, telephone, etc.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

~~**Knowledge of:** civil engineering; City Zoning Code (Unified Development Ordinance); subdivision regulations; safety practices and procedures; department goals and objectives; department policies and procedures; public relations; laws applicable to zoning and subdivisions; budget preparation.~~

~~**Skill in:** computer operation; public relations; verbal and written communication skills.~~

~~**Ability to:** multitask; deal with many variables while determining and taking specific action; define problems, collect data, establish facts and draw valid conclusions; exercise independent judgment and discretion; understand, interpret and apply laws, rules and regulations to specific situations; complete routine forms; prepare routine correspondence; compile and prepare reports; respond to inquiries from the public and public officials; communicate effectively; maintain records according to established procedures; develop and maintain effective working relationships; use and maintain personal protective equipment.~~

GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE:

The employee:

1. _____ Works in or around crowds.
2. _____ Has contact with potentially violent or emotionally distraught persons.
3. _____ Has exposure to potentially vicious animals.
4. _____ Has exposure to potentially life-threatening situations.
5. _____ Has exposure to hot, cold, wet, humid, windy or adverse weather conditions.
6. _____ Has exposure to hazardous driving conditions.
7. _____ Has exposure to dangers inherent to site development and construction including, but not limited to, _____ exposed _____ holes, pipes or other openings, heavy equipment, building materials, and vehicles.
8. _____ Has exposure to potential falls, unstable ground, slick surfaces, falling objects, etc.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)



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Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.). Employee is frequently exposed to outdoor weather conditions. Employee occasionally works near moving mechanical parts or in confined spaces, and may be exposed to fumes or airborne particles, raw sewage, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate but will periodically be very loud. May be exposed to hazardous driving conditions, crowds, verbal abuse by the public, vicious animals or to human blood or other body substances.

The physical demands described here are representative of those that must be by the employee to successfully perform the essential functions of the job. While performing the duties of the job, the employee is frequently required to sit; drive; use hands to touch, handle, hold or feel telephones, keyboards, tools, controls, objects and to reach with hands and/or arms; and talk and hear. The employee is frequently required to stand, walk, climb or balance, and must occasionally stoop, kneel, crouch and lift or move up to fifty (50) pounds. The work environment characteristics of the position include both a climate-controlled office setting and uncontrolled out-of-doors setting. The employee is frequently exposed to outside weather conditions; noisy operations or activities; construction activities; and vehicles and machinery. The employee occasionally is exposed to moving mechanical parts; high, precarious places; compressed gases; flammable and combustible liquids; air contaminants; lead; hazardous chemicals; materials which contain asbestos; and emergency plans and fire plans. The employee may be required to use eye, hand and/or face protection due to potential exposure to flying objects, impact and other hazards, and may be required to use occupational head protection due to potential impact to the head from objects, electricity and other hazards (required when hazards are present or likely to be present).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and must demonstrate the necessary skills, knowledge, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above reflects general information considered necessary to describe the essential functions of the job and shall not be construed as an exhaustive statement of duties, responsibilities or requirements that may be inherent in the job. It is not intended to limit the right of any supervisor to assign, direct, or control the work of employees under his/her supervision.

The use of a particular expression to describe duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)