

Ontwa Township has an opening for a Zoning Administrator/Code Enforcement Inspector.

Duties and responsibilities include administrative and enforcement knowledge of the planning and zoning process, and the ability to interpret and explain local ordinances, rules and regulations related to specific ordinances.

Conducts technical reviews, site inspections, and responds to staff and citizen requests regarding zoning ordinances and nuisance violations. Coordinates the enforcement of the zoning ordinance with the enforcement of other related land use statutes and codes by active cooperation with other appropriate agencies.

The Zoning administrator will be responsible for the overall administration and enforcement of the Ontwa Township Zoning Ordinance including review and acceptance of complete applications, and permits, while accurately determining their compliance with the provisions of the Ontwa Township Zoning Ordinance. Notifies all applicants in writing: of applications(s) status – complete or deficient. And whether the proposed use is in compliance with Ontwa Township ordinance standards. Assists applicants in developing an alternative procedure, the appeals process, or other administrative remedy that might allow for the applicant to attain compliance. Performs inspection duties to ensure land use changes comply with the Ontwa Township Zoning Ordinances. The use of check lists and instructions sheets is required. Provides a monthly report, permits and related activities to the Planning Commission monthly with a report to the Supervisor.

For a detailed list of Essential Functions and Responsibilities see attached list.