



Job Posting: Zoning Inspector

Location:	Scioto Township/ Pickaway County, Ohio
Position:	Zoning Inspector (Part-Time)
Normal Hours:	Monday – Friday (20 – 25 hours per week)
Rate of Pay:	\$20 per hour, not to exceed \$400 per week
Application Deadline:	November 6, 2026

Scioto Township is seeking a **part-time** Zoning Inspector to review zoning and building permits, collaborate with contractors and subcontractors, conduct investigations, attend planning commission and board of zoning appeals meetings, and perform various other related duties. This position requires a strong understanding of zoning and planning and a commitment to serving our community.

Key Responsibilities:

- Perform zoning code and existing structure code administrative functions; review zoning and building applications; interpret zoning code and existing structure code; obtain information on contractors and subcontractors; approve and disapprove applications; collect fees and file with the Fiscal Officer; investigate complaints of non-compliance; conduct inspections.
- Coordinate inspection activities with other enforcement agencies; receive and respond to routine inquiries; confer with the Township Trustees and Fiscal Officer regarding zoning and existing structure issues.
- Maintain zoning and existing structure code filing system; develop and issue notices and correspondence necessary to enforce the Township's zoning and existing structure regulations; develop permit applications; obtain complete information including federal ID numbers for contractors and subcontractors submitting permit applications.
- Attend all planning commission and board of zoning appeals meetings; provide testimony at the board of zoning appeals or in court of law regarding alleged violations of the Township's zoning and existing structure regulations.
- Maintain written log of all activities and time spent; work with personnel from other Township departments as necessary.
- Performs other duties as required.

***Please request a copy of the Zoning Inspector's job description to review a complete list of responsibilities and duties expected of the Zoning Inspector position.**

Qualifications:

- High school diploma or GED
- Minimum of (1) year of experience in zoning, building administration, and/or enforcement
- Must have a valid State of Ohio Driver's license and must maintain insurability under the Township's vehicle insurance policy
- Must be able to perform the physical requirements of the position.



Physical Requirements and Work Conditions:

This position requires the ability to perform physical labor, including lifting up to 50 pounds occasionally, working outdoors in all weather conditions, and being available for overtime or emergency call-ins as needed.

Benefits:

- OPERS

If you are passionate about contributing to our community and possess the qualifications we seek, please submit your resume and cover letter to Fiscal Officer Terry Brill at: tbrill@sciototwppickawayoh.gov or drop it off at the Scioto Township Office at 6752 St. Rt. 762, Orient, Ohio 43146. **Interviews will take place on November 12, 2026.** Join us in making Scioto Township a great place to live and work!