

Village of Hamler – Zoning Inspector

Position Title: Zoning Inspector

Employer: Village of Hamler

Location: Hamler

Position Type: Part-Time

Hours: Approximately 15–20 hours per month

Compensation: Based on qualifications and experience

Position Summary

The Village of Hamler is seeking a qualified and detail-oriented individual to serve as Zoning Inspector. This part-time position is responsible for administering and enforcing the Village's zoning regulations, reviewing permit applications, conducting site inspections, and assisting residents, businesses, and property owners with zoning-related questions and compliance matters.

The ideal candidate will possess strong communication skills, the ability to interpret ordinances and maps, and a commitment to fair and consistent enforcement of local regulations.

Essential Duties and Responsibilities

- Review and process zoning permit applications.
- Conduct inspections of properties and development projects to ensure compliance with zoning regulations.
- Interpret and enforce the Village zoning code and related ordinances.
- Maintain accurate records of permits, inspections, violations, and correspondence.
- Investigate zoning complaints and work with property owners to resolve compliance issues.
- Provide information and guidance to residents, contractors, developers, and business owners regarding zoning requirements.
- Attend Village Council, Zoning Committee, or other meetings as requested.
- Prepare reports and recommendations related to zoning matters.
- Coordinate with Village officials, legal counsel, county agencies, and other stakeholders as needed.

Minimum Qualifications

- High school diploma or equivalent required.
- Experience in zoning administration, code enforcement, planning, construction, real estate, public administration, or a related field preferred.
- Knowledge of municipal zoning principles and land-use regulations preferred.
- Ability to read and interpret maps, site plans, legal descriptions, and ordinances.
- Strong organizational, recordkeeping, and communication skills.
- Valid Ohio driver's license and reliable transportation.

Preferred Qualifications

- Prior experience serving as a zoning inspector, code enforcement officer, planner, or related position.
- Familiarity with Ohio zoning laws and municipal government operations.
- Certification related to zoning administration or code enforcement is a plus.

Application Process

Interested candidates should submit a resume and letter of interest outlining their qualifications and relevant experience.

Applications may be submitted to:

Village of Hamler

Attn: Mayor / Fiscal Officer

500 E. Hubbard Street

PO Box 435

Hamler, Ohio 43524

Applications will be accepted until the position is filled.

The Village of Hamler is an Equal Opportunity Employer and encourages qualified individuals from all backgrounds to apply.