

**ZONING CODE INSPECTOR  
CITY OF WILLOUGHBY**

The City of Willoughby is seeking a Zoning Code Inspector. This is a full-time position that will report directly to the Chief Building and Zoning Inspector. The position will be responsible for enforcing ordinances related to the City Planning & Zoning Codes. The qualified candidate must possess a High School diploma or equivalent, three years of experience in municipal or government setting, a valid Ohio Driver's license and the ability to work outdoors in various terrain and weather conditions.

Starting range is \$25.65-\$38.18/hour, commensurate with experience. Full benefits package available including OPERS pension.

Interested candidates should send a resume and salary history to Human Resources Department, Willoughby City Hall, 1 Public Square, Willoughby, OH 44094 or via email at [HRjobs@willoughbyohio.com](mailto:HRjobs@willoughbyohio.com) by December 26, 2025. Refer to <http://willoughbyohio.com/government/employment/> for more details.

If you wish to email your resume, please include the phrase Zoning Code Inspector position in the subject line of the email.

AN EQUAL OPPORTUNITY EMPLOYER

See next page for Full Job Description



## **ZONING CODE INSPECTOR**

**RESPONSIBILITY:** Under the general supervision of the Chief Building and Zoning Inspector, the Zoning Code Inspector enforces ordinances related to the City Planning and Zoning Code. Responsibilities include responding to and researching public complaints, initiating appropriate action, and reviewing and processing zoning permit applications related to lot development, land use, and signage.

**ESSENTIAL DUTIES:** *(These are examples only. Any employee may be required to perform other duties in an emergency, or for short periods of time when substituting for another worker who is on authorized leave without any change in title or rate of pay).*

- Receives complaints from various sources regarding possible ordinance and/or zoning violations and examine the situation to determine validity of complaint.
- Performs exterior inspections of residential, commercial and industrial buildings and properties for compliance with city codes. Issues notices of violation when merited.
- Provides follow-up inspections to determine compliance.
- Prepares and maintains required records of complaints, violations, communication records, and corrective actions taken. Coordinate with City Prosecutor as necessary.
- Responds to homeowners and developers to discuss zoning issues and provide information and assistance regarding land use, signage, planning & zoning projects, and building/construction matters.
- Performs other duties of a similar nature or level.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of concepts and principles of municipal ordinances and zoning laws.
- Strong analytical and problem-solving skills.
- Ability to handle multiple tasks and manage time effectively.
- Familiarity with common software such as Word, Excel, Zoom, Microsoft Teams, etc.

### **MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS**

High school diploma or equivalent. Three years of experience in a municipal or government setting. Valid Ohio driver's license. Ability to work outdoors in various terrain and weather conditions.

**SERVES AT THE PLEASURE OF THE MAYOR WITH CONFIRMATION BY CITY COUNCIL**