

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Apprentice, EDP	<u>CLASS NUMBER:</u> 40101.1	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Economic Development & Planning	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A10	<u>POSITION CONTROL #:</u>
<u>POSITION LOCATION:</u> 150 South Front Street, FSL Suite 10, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Planning Administrator (050006)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the EDP Apprentice classification is to learn how to enforce the zoning code as outlined in the Franklin County Zoning Resolution and to represent Franklin County in Environmental Court, and, train to conduct inspections of construction, maintenance and repairs of residential buildings and related structures for conformance with governing codes, requirements, and relevant ordinances.

JOB DUTIES:

Investigate public complaints involving zoning code violations. Access various sources of information and records. Responsible for field verification, researching zoning issues (e.g., County Zoning Resolution, Board of Zoning Appeals files, GIS records, and Auditor’s website), and assist preparing letters for property owners in violation. Document complaints, investigations, case progress, and case resolution using county’s online tracking system and interface with county prosecutors.

Answer zoning questions. Assist in processing applications for annexations, variances, conditional uses, zoning compliances, rezoning requests and building permits work with the county Geographic Information System (GIS) and property records maps. Respond to inquiries from the general public regarding zoning codes and regulations.

Maintain records on cases that are referred to the office pertaining to zoning and court cases. Represent the agency in Franklin County Environmental Court as a prosecution witness and prepare reports or correspondence required by the supervisor. Attend internal and external zoning meetings. Assist township police officers with zoning related matters.

Perform inspections of residential buildings and related structures (e.g., foundations, frames, ceilings, insulation, firewalls, etc.) to ensure compliance with all relevant codes and statutes. Responsible for inspecting construction sites and establishing that the appropriate materials are used in accordance with approved plans, standards, codes, and ordinances. Inspect safety features (e.g., alarm systems, lighting, handrails, step size, etc.). Inspect building appurtenances and equipment for structural damage, hazardous conditions and malfunctioning components to eliminate or minimize danger to the occupants. Advise director and assistant director of violations and work with developers to correct and adjust plans to obtain code compliance. Responsible for preparing daily reports and maintaining applicable logs, files, and records concerning ongoing inspections.

Consult with builders, contractors and architects or other responsible parties regarding inspection activities. Prepare correspondences. Prepare daily inspection reports. Responsible for issuing violation notices to appropriate parties responsible for building appurtenances and structures not in compliance with relevant codes, requirements, regulations and ordinances. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; agency policy and procedures. Skill in equipment operation. Ability to carry out detailed but basic written or oral instructions; define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; understand manuals and verbal instructions, technical in nature; maintain accurate records; answer routine telephone inquiries from public; originate business letters reflecting standard procedures; use proper research methods in gathering data; handle sensitive inquiries from contacts with officials and general public; demonstrate physical fitness.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED, supplemented by vocation/technical training or actual work in the building trades and 2 years experience

in residential or commercial construction; or any equivalent combination of training and experience.

Additional Requirements

Must maintain a valid Ohio driver's license. Must obtain certification as a Residential Building Inspector (satisfactory completion of initial examination administered by Ohio Board of Building Standards per ORC 3781.10) prior to conclusion of training.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform position.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date