



COVENTRY TOWNSHIP ZONING DEPARTMENT

Laura Cowles, Zoning Inspector

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2023 Summer Intern Opportunity – May thru August

As an intern in the Coventry Township Zoning Office, you will assist the Zoning Inspector with ensuring properties comply with the Zoning Resolution in order that Coventry Township may maintain its' lake yet rural character. As an intern, no two days are the same! Typically, you will drive around the Township to inspect new homes, building additions – like fences, pools and patios, and new developments; you will follow up on zoning code violations and educate our residents and business owners on the zoning code and its' importance to the community; you will receive zoning permit applications and review for compliance with the Coventry Township Zoning Resolution; you will perform general office duties. To thrive in this role, you must have a high attention to detail, a great driving record, communicate in a professional and friendly manner, and be able to understand and interpret regulations to identify violations - such as signage, trash, and weeds. Coventry Township is a team environment and everyone is expected to help with all facets of the office environment, including answering phones and speaking with visitors to the office. The internship schedule is 3 days a week, 8:00 am to 4:00 pm Tuesday, Wednesday, Thursday with some flexibility and will be paid \$11.00 hourly. Minimum requirements include a valid state of Ohio Drivers' License and some experience or education in planning, development or code compliance. Below is a list of some of the duties you may be performing:

- Review applications and detailed site plans for new development; coordinate with developers for required and recommended modifications to ensure compliance with Township ordinances and planning documents.
- Inspects properties for compliance with Township zoning permit approvals.
- Provides technical assistance on planning and development issues and staff support to the Zoning Commission and Board of Zoning Appeals.
- Assist with establishing methodologies for data collection and analysis of code enforcement and permit types.
- Assist with preparation of staff reports.
- Supports the Zoning Inspector in working with the Zoning Commission, Board of Zoning Appeals, Township Trustees, and public on zoning procedures.
- Performs related duties as assigned by the Zoning Inspector.
- Support and assist the Zoning Inspector in serving the customers of the department.
- Provide support to the Zoning Inspector in enforcing the Zoning Ordinances.
- Work on routine matters within the scope of departmental policies and procedures.
- Perform administrative work in the application of various sections of the department.
- Provide information to the general public regarding zoning codes, use, and site-specific information relating to parcels of land and provides to general public in written and/or oral form.
- Prepare draft and presentation graphics including charts, table, and maps.
- Respond to requests for data and information.
- Perform other duties as requested, directed or assigned.
- Regular Attendance and Punctuality is an essential requirement of the job.

Please send cover letter and resume to Laura Cowles, l.cowles@coventrytownship.com.