

CODE ENFORCEMENT INSPECTOR

Starting Salary Range \$37.5 K to 45 K

POSITION SUMMARY

Under the general supervision of the Community Development Director/Zoning Administrator, perform technical, administrative, and research tasks related to zoning, nuisance, and related code complaints. Perform field investigations and inspections to determine compliance with Town and local codes such as tall grass, accumulation of debris, inoperative vehicles, sign regulations, and exterior property maintenance violations. Enforce the Zoning Ordinance and Town Code proactively and on a complaint basis. Achieve compliance with zoning regulations and other codes through written and verbal communication with residential and commercial property owners, tenants, managers and business owners.

ESSENTIAL JOB FUNCTIONS

- Make sound independent judgments, work well with the public, and multitask;
- Responding to citizen complaints and inspecting properties for compliance with the Zoning Ordinance and Town Code;
- Inspect properties for compliance with Conditional Use Permit conditions, Rezoning proffers, and approved Site Plans;
- Research codes and property history to issue notices of violation and resolve complaints;
- Issue violation notices and identify corrective actions, as warranted.
- Issue permits relative to zoning, home occupations, and signs;
- Attend court as needed;
- Meet with both complainants and property owners to appropriately address concerns;
- Prepare monthly reports to the Zoning Administrator;
- Upgrade and maintain a record system to track complaints;
- Act as liaison with law enforcement and inspection agencies;
- Assist the Building Official with inspections as needed (e.g., property maintenance, rental inspections);
- Perform related work as required.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Effective written and oral communication skills;
- General desktop computer skills including word processing and data entry;
- Punctual, organized and responsible;
- Maintain accurate and up to date records.

- Valid driver's license with a good driving record;
- Knowledge of zoning and property maintenance codes desirable;
- Knowledge of written and spoken Spanish preferred;
- Enforce codes in a polite, professional, firm and impartial manner;
- VAZO certified or ability to obtain Certified Zoning Official within 1 year from hire date;
- Obtain Virginia Maintenance Code Inspector certification with DHCD within 1 year from hire date;
- Must be able to work independently with limited supervision.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to post-secondary education is required. Course work in planning or a related field and some experience in code enforcement is preferred.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, and view and create documents. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee works in a business office setting and in the field. In the course of field activities, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually quiet in the office, and may become moderate or potentially loud in field situations.

SPECIAL REQUIREMENTS

Certified Zoning Official within one (1) year from date of hire.

Certified Maintenance Building Inspector with DHCD within one (1) year from date of hire.

HOURS:

40 hours per week average with normal business hours being 8:30 a.m. to 5:00 p.m., Monday through Friday, plus occasional evenings and weekends.

BENEFITS

In addition to salary, this position includes retirement benefits, a health insurance stipend, and holiday and personal leave.

APPLICATION PROCESS

Submit a resume along with a cover letter to Jkhokhar@dumfriesva.gov