

Code Compliance Enforcement Officer

General Definition of Work

Performs intermediate professional work investigating and enforcing the Town's Zoning Regulations and Property Maintenance Code. Work is performed under the general direction of the Community Development Director.

Essential Functions

The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Investigates and enforces the Town's Zoning Regulations and Property Maintenance Code.

Receives and responds to inquiries from citizens, developers, etc. regarding compliance with the Town's zoning ordinance.

Performs field investigations and inspections to determine compliance with the Town's Zoning Regulations, Maintenance Code and Rental Inspection Program.

Conducts inspections of properties to assess compliance with the Town's code and ordinances and issues notices regarding violations of the Town's code and ordinances.

Achieves compliance with Zoning Regulations and Property Maintenance Code through written and verbal communication with residential and commercial property owners, tenants, managers and business owners.

Effectively manages investigative caseload.

Performs related tasks as required.

Knowledge, Skills and Abilities

Thorough knowledge of code enforcement with the ability to follow established policies and procedures; ability to read, understand and interpret state and local ordinances and codes; ability to communicate well and be able to fairly, impartially and effectively achieve compliance with zoning and property maintenance regulations; ability to communicate back to supervisors and follow directives; ability to make sound independent judgments; ability to work well with the general public; ability to effectively manage investigative caseload; ability to handle multiple tasks with competence and efficiency; ability to prepare reports and correspondence in a clear, concise and professional manner; general knowledge of desktop computer skills including word processing and data entry;

Education and Experience

High School diploma, GED or equivalent required with three years of experience in enforcement or an Associate's degree from college in related field and the equivalent of one year experience. Will be required to obtain certifications as a Virginia Certified Property Maintenance Code Technical Assistant and Certified Zoning Official within three years of employment.

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