



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Building
17755 Main Street
Dumfries, Virginia 22026-2386
Tel: 703-221-3400 / Fax: 703-221-3544
www.dumfriesva.gov

TOWN OF DUMFRIES Position Vacancy

CODE COMPLIANCE INSPECTOR Starting Salary Range \$ 37,500 - \$45,000

Supervised by: Zoning Administrator/Code Official

Position Summary:

Under the general supervision of the Zoning Administrator/Code Official, performs technical, administrative, and research tasks related to Zoning and Property Maintenance Code Complaints. Inspects complaints for compliance with Town and local codes, and enforces the Zoning Ordinance and Virginia Maintenance Code both reactively and proactively.

Essential Job Functions:

- Responding to citizen complaints and inspecting properties for compliance with the Town Zoning Ordinance and VA Maintenance 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 permits relative to zoning, home occupations, and signs.
- Attend court as needed.
- Execute specialty enforcement tasks as requested.
- Meet with both complainants and property owners to appropriately address concerns.
- Prepares monthly reports to the Zoning Administrator.
- Creates a record system to track complaints.
- Act as liaison with Dumfries Police Department and other local enforcement and inspection agencies.
- Perform related work as requested.

Required Knowledge, Skills, Abilities, and 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:

- Ability to read blueprints, site plans, and architectural designs.
- Effective written and oral communication skills.

- Ability to enforce codes with firmness, tact, and impartiality.
- VAZO certified, or ability to obtain Certified Zoning Official within 1 year from date of hire.
- Virginia Maintenance Code Inspector certification with DHCD or ability to obtain within 1 year from date of hire.
- Excellent organization skills.
- Must be able to work independently with limited supervision.
- Maintain accurate and up to date records.
- Follow both written and verbal instructions.
- A Bachelor's degree with coursework or experience in enforcement, land use, and public speaking.

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.

Application Process:

Submit a resume along with a cover letter and a completed [application](#) form addressed as follows:

Laura F. O'Dell
 Dumfries Zoning Administrator
 17755 Main Street
 Dumfries, Virginia 22026-2386

Applications must be received no later than close of business July 16, 2015.