



CLASS SPECIFICATION FOR:

**Code Compliance Inspector III**

**General Statement of Duties:**

Performs all types of inspections, reviews, and enforcement work in connection with Chapters 10 and 24 of the County Code; does related work as required.

**Distinguishing Features of Class:**

This is the third level in an approved three-level career development series. Primary duties include accurately and consistently interpreting and applying County codes in all types and level of complexities for inspection, review, investigation and enforcement duties to uphold the Zoning Ordinance requirements, official conditions imposed by the Board of Supervisors, Planning Commission, and Board of Zoning Appeals; investigating all types of zoning ordinance violations; reviewing, inspecting, and enforcing use permit conditions and approved plans of development; performing inspections as needed during the completion of assigned cases. Work is performed under general supervision with latitude for managing the assigned workload and making technical determinations. Assigned duties require the constant utilization of a comprehensive working knowledge of County zoning ordinances, the County building code, revitalization concepts and basic engineering principles. Handles special projects and assignments as needed. Researches and resolves, or recommends resolution, of all types of complex and sensitive problems or questions with unusual issues referred to the supervisor or appropriate department staff.

**Examples of Assigned Duties** (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Proficiently performs all the duties and responsibilities assigned to Code Compliance Officer I and II;
- Reviews tax credit applications and reports their findings at meetings;
- Handles inquiries from County officials and the public and prepares written responses and keeps supervisor and department managers appropriately informed;
- Serves a lead worker and resource to other Compliance Officers, provides assistance and guidance as needed, and trains new inspection staff as assigned;
- Reviews and certifies conformance with conditions of approval for variances, use permits and plans of development;
- Routinely works with property and business owners, tenants and developers to secure compliance with approved plans, permits, and the Code of ordinances;
- Investigates all types of zoning complaints and violations, including unusual, complex and sensitive complaints and violations, and enforces zoning and environmental ordinances;
- Reviews subdivision plats and plans of development in accordance with investigations of zoning complaints;
- Conducts routine, unusual, complex and sensitive field research for Division and Department Managers as assigned;
- Conducts research on different principle uses as applied to zoning districts, identifies applicable land use codes, accurately interprets applicable codes to findings, and writes findings reports;
- Obtains and accurately interprets and applies information from the State Corporation Commission;
- Inspects completed abatement projects, reviews related paperwork and invoices, and recommends invoices for payment;
- Initiates legal actions and subpoenas witnesses, works with supervisor and County Attorneys to prepare for and present evidence in court and follows up on judges' instructions to ensure zoning violations are resolved within a reasonable length of time;
- Creates and maintains accurate detailed records, paper and electronic, related to all case assignments;
- Drafts letters and memos applying and explaining relevant code sections;
- Maintains necessary records and reports in the Tidemark and File Net Systems, includes electronic and on paper as required;
- Assists with report preparations as assigned;
- Identifies a need for and independently organizes and attends various types of neighborhood meetings with diverse audiences such as civic, business and civic groups and HOA meetings, attends meetings and gives programmatic presentations;
- Serves as a department representative at various types of community events;
- Prepares and gives presentations to various audiences and stakeholders as assigned;
- Conducts annual neighborhood surveys, trains and assists Officers I and II with neighborhood surveys;
- With appropriate guidance, prepares for and presents routine and less complex cases to the Board of Zoning Appeals;
- Assists with field research to trouble shoot difficult, complex and sensitive cases and support program decision making;
- Supervises community maintenance cleanups and manages cleanup projects to completion;
- Consistently accurate in the interpretation and enforcement of POD's, Conditions Use Permits and Provisional Use Permits;
- Develops and maintains a sound proficiency with software and systems incidental to assigned duties, including Geographic



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Information System (GIS) and the Department of Motor Vehicles (DMV) registration system;

- Develops and maintains a comprehensive up-to-date working knowledge and understanding of Chapters 10 and 24, Zoning Ordinances and requirements, official conditions imposed by the Board of Supervisors, Planning Commission, and Board of Zoning Appeals;
- Develops and maintains a comprehensive up-to-date working knowledge and understanding of the department's operations and department-specific systems, software and equipment utilized in support of assigned duties;
- Participates in all required on the job training provided on planning, zoning, and revitalization concepts and scheduled meetings;
- Performs other duties as assigned.

#### Required Knowledge, Skills and Abilities:

Comprehensive working knowledge and understanding of Chapters 10 and 24, Zoning Ordinances and requirements, official conditions imposed by the Board of Supervisors, Planning Commission, and Board of Zoning Appeals; comprehensive working knowledge and understanding of the department's operations and department-specific systems, software and equipment utilized in support of assigned duties; excellent organization skills with the demonstrated ability to plan and execute work effectively to successfully complete assigned tasks accurately and in a timely manner within established deadlines; ability to multi-task; professional integrity including the ability to maintain the integrity of confidential and/or time sensitive information and processes; ability to read, and consistently comprehend, interpret, apply and communicate complex technical regulations, requirements and information accurately; sound political astuteness; sound critical thinking and problem solving skills with the ability to appropriately resolve a variety of routine and moderately complex questions and issues within established policies, guidelines, requirements and procedures and appropriately seeks guidance and refers questions and issues to supervisor; ability to research complex issues, identify and recommend sound solutions; sound professional judgement with demonstrated ability to consider and weigh a variety of relevant factors and make accurate decisions or recommendations; ability to synthesize multiple types of technical and complex data and make accurate appropriate determinations and recommendations; strong computer skills with ability to use computer and typical business software, proprietary software, systems and applications to complete assigned tasks; visual and hearing acuity sufficient to enable effective inspections, interactions and data collection; excellent written and verbal communication skills with the ability to interact professionally with diverse internal and external stakeholders and to establish and maintain effective working relationships; excellent interpersonal and communication skills to communicate technical information to non-technical audiences in clear and easy to understand language; ability to express ideas clearly and concisely, orally and in writing; ability to work independently and as part of a team; ability to collaborate effectively to establish and maintain a good working relationships with all levels of department staff, County employees, property and business owners, tenants, developers and other relevant stakeholders; basic supervisory skills including good training skills and the ability to foster and maintain high morale and engagement; personal accountability including teamwork and establishing and maintaining positive working relationships; excellent customer service skills with the demonstrated ability to interact patiently, respectfully and with tact and courtesy with all internal and external stakeholders presenting with varying levels of understanding and needs in order to appropriately address requests, needs and issues; tact; and courtesy. Must be able to positively and appropriately represent the County. May require the ability to work a flexible schedule as needed.

#### Minimum Education and Experience:

Education: 2-year degree in a relevant field of study; four-year degree in a relevant field such as Urban Studies and Planning or Public Administration preferred;

Experience: Four (4) years of relevant work experience;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

#### Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license to perform assigned duties at various locations Countywide.
- Certified Zoning Official (CZO) certification.
- Completion of required training, including Virginia Association of Zoning Officials (VAZO) Training and County/HR sponsored training.