

*CLASS SPECIFICATION FOR*  
**Zoning Enforcement Officer**

**GENERAL STATEMENT OF DUTIES:** Performs inspectional, review, and enforcement work in connection with use permits, plans of development and occupancy permits for conformance with Zoning Ordinance requirements; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** Under general supervision of a Zoning Enforcement Supervisor, the incumbent performs inspectional, review, and enforcement duties in connection with the Zoning Ordinance requirements and official conditions imposed by the Board of Supervisors, Planning Commission, and Board of Zoning Appeals. The employee reviews, inspects, and enforces use permit conditions and plans of development and certifies occupancy permits and sign permits; investigates zoning ordinance violations; and inspects quarry, sand and gravel operations. Inspection is performed prior to, during, and on a continuing basis after completion of projects. The work calls for knowledge of County zoning ordinances, the building code, and basic engineering principles. The work is performed with latitude for limited technical determination and independent planning of work details.

**EXAMPLES OF WORK** (illustrative only):

- Reviews and certifies sign permits;
- Reviews and certifies conformance with conditions of approval for variances, use permits and plans of development;
- Works on a daily basis with contractors, owners and developers to secure compliance with approved plans and permits;
- Reviews occupancy permits for change of use;
- Reviews occupancy permits for single family dwellings, apartments, office buildings, hospitals and shopping centers;
- Investigates zoning complaints and violations and enforces zoning ordinances;
- Initiates legal actions, subpoenas witnesses, presents evidence in court and follows up on instructions from judge if zoning violation is not resolved within a reasonable length of time;
- Makes periodic inspections of quarry, sand and gravel operations;
- Maintains necessary records and reports;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of modern principles and practices of engineering; knowledge of construction practices; ability to work effectively with developers, contractors, and the general public; ability to read and interpret plans and specifications; ability to present concise oral and written reports; physical condition that permits activities including, but not limited to, walking for long distances, climbing, bending, diving and working under adverse temperatures and/or weather conditions.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school, preferably supplemented by college courses in engineering, enforcement or planning, and three (3) years of construction, enforcement or planning experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENT:** Possession of a valid driver's license issued by the State of Virginia.