



CLASS SPECIFICATION FOR:

Code Compliance Supervisor

General Statement of Duties:

Responsible for supervising the day-to-day work activities of Code Compliance Officers with responsibility for inspections, reviews, and enforcement work in connection with use permits, plans of development, zoning, subdivision and environmental ordinance requirements, and Chapters 10 and 24 of the County Code; does related work as required.

Distinguishing Features of Class:

Primary duties include serving as a working supervisor which includes supervising Code Compliance Supervisors and Officers day-to-day activities as well as other supervisory duties; accurately and consistently interpreting and applying County codes in all types and levels 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 their own and staff's workload and making technical determinations. Assigned duties require the constant utilization of an extensive working knowledge of County zoning ordinances, the County building code, revitalization concepts and basic engineering principles. Handles special projects and assignments as assigned. Researches and resolves, or recommends resolution, of all types of complex and sensitive problems or questions keeping supervisor and department appropriately informed.

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

- Responsible for the effective supervision of assigned staff including staff schedules, time cards and leave, performance evaluations, prioritizing and assigning work, overseeing or reviewing work, and other related activities not limited to selection, training, coaching, mentoring, providing feedback, disciplinary actions and providing staff meetings and development opportunities for assigned staff;
- Serves as working supervisor and proficiently performs all the duties and responsibilities assigned to Code Compliance Officers I, II and III as well as the most complex, unusual or sensitive violations, inspections, reviews, investigations and enforcement duties;
- Routinely works with property and business owners, tenants and developers to respond to inquiries and concerns and to investigate and secure compliance with approved plans, permits, and the Code of ordinances;
- Guides and assists Code Compliance Officers with more complex unusual or sensitive violations, inspections, reviews, investigations and enforcement duties, includes reviewing and approving work completed and actions taken as needed;
- Handles inquiries from County officials and the public and prepares written responses and keeps supervisor and department managers appropriately informed;
- Researches proffered zoning case using zoning maps and real estate, court, utility, license and DMV records and other local and State agency files to ascertain if violations exist;
- 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;
- Inspects structures and sites for compliance with the zoning ordinance and County code, checking such items and requirements as setbacks, square footage, height, off-street parking, driveways, traffic control signs, street addresses, trash disposal facilities, landscaping, site lighting, proffered zoning conditions, Plan of Development conditions and signage;
- 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;
- Serves as a department representative at various types of community events;
- Prepares and gives presentations to various audiences and stakeholders as assigned;
- Creates and maintains accurate detailed documentation and records, paper and electronic, related to all case assignments;
- Drafts letters, memos and notifications explaining alleged violations, relevant code sections, violations, resolution options and resolution timeframes;
- Maintains necessary records and reports in the Tidemark and File Net Systems, includes electronic and on paper as required;
- Assists with grant, funding and report preparations as assigned;
- Assists with the development of the budget for code compliance for inclusion with the department's budget as assigned and manages staff and operations expenditures within approved budget;
- Prepares for and presents cases to the Board of Zoning Appeals;
- Researches and troubleshoots difficult, complex and sensitive cases and support program decision making;
- Consistently accurate in the interpretation and enforcement of POD's, Conditions Use Permits and Provisional Use Permits;
- Develops and maintains a thorough proficiency with software and systems incidental to assigned duties, including Geographic Information System (GIS) and the Department of Motor Vehicles (DMV) registration system;



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- Develops and maintains an extensive 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 an extensive 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;
- Serves as Code Compliance Manager during any absences as needed;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Extensive 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; extensive 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; basic financial skills with the ability to assist with budget development, track costs, manage within an approved budget and assist as needed with budget preparation; 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, the ability to develop, coach and mentor as well the ability to effectively manage workloads, manage competing priorities, direct the activities of assigned staff efficiently, and 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: Five (5) years of relevant work experience with two (2) years in a lead worker or supervisory capacity;
- 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.