

THE COUNTY OF NORTHAMPTON
POSITION DESCRIPTION
TITLE: Zoning and Code Compliance Inspector

Grade : 118

Status : Non- Exempt

Accepted 2003

Reviewed & Revised 5/2013

Amended 3/2017

GENERAL DESCRIPTION

The essential function of this position is to enforce County Code of Ordinances . The position is responsible for having a full understanding of the County zoning and codes and their intent so as to reasonably apply the standards to situations that arise from those proactively seeking permits for work and those who may have violated laws. This includes the inspections and enforcement under direction of the Deputy Zoning Administrator/Environmental Specialist for implementation of law related to: zoning, wetlands, agricultural best management practices, septic system pump-out, grass complaints, abandoned and inoperable vehicles, dangerous structures, and open dumps.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Performs inspections for compliance with applicable County ordinances; resolves non-compliance issues, and/or issues citations to violators; performs follow-up inspections to ensure implementation of corrective measures.

Assist Property Owners, business owners, contractors, or their agents with completion and submission of zoning applications; review for completeness; collect any fee due, take payment to Treasurer's Office, give receipt to person(s) submitting application; complete administrative review form; and input data into New World database.

Performs clerical tasks, including answering and returning telephone calls, completing written documentation of activities, record-keeping, and composing correspondence to ordinance violators.

Address complaints received verbally or in writing in accordance with County procedures.

Work with Permit Technician to schedule initial site visits, if needed, to assess existing conditions: vegetation; potential restrictions (i.e.: environmental features, etc.); and unauthorized work – in progress or completed; forward environmentally sensitive high impact concerns to Deputy Zoning Administrator/Environmental Specialist.

Work for Towns – Act as Inspector and Enforcement Agent for the towns of Cheriton, Eastville and Nassawadox.

Key Skills:

- Ability to quickly grasp the intended purpose of development proposals or restoration of land and educate property owners on applicable law and their rights.
- Must be a good oral communicator who is eager to help all sides and resolve differences in an amiable way.
- Must be capable of recording events and details related to enforcement both visually (pictures) and in a data base system to create a defensible record of the process and conclusion in a timely manner.
- Must have a sense of urgency to carefully and accurately complete projects for the benefit of the applicant or violator, and the public trust.
- Ability to work as a team member in a dynamic work flow balancing the needs of other team members both internally and externally while focusing on expeditious handling of work on behalf of clients.
- Ability to interpret code and apply to varying situations.

Strong organizational skills required to stay current with file management and strict time table for compliance and follow through with projects. This role is part of a larger process.

Serves as a member of various staff committees as assigned.

Assists other planning, permitting and enforcement staff members as needed.

DATA RESPONSIBILITY: *“Data” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

PEOPLE RESPONSIBILITY: *“People” refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving little or no latitude for judgment regarding attainment of standard or in selecting appropriate items.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires minimum responsibility for only small quantities of low-cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions; may use basic geometry.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads technical manuals and instructions and professional journals; composes routine reports and correspondence; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with frequent problem solving; requires normal attention with short periods of concentration for accurate results and frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact—affects work unit, other units, and citizens.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job-specific training and education for entry into the position.*

Requires high school diploma or GED and the equivalent of one year of college or specialized vocational training in land surveying, landscape architecture, environmental sciences, planning, civil engineering, or other related field or adequate relevant experience and certifications.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Virginia Driver's License.

Certified Stormwater Management Program Inspector desired within two (2) years of employment.

Certified Erosion and Sediment Control Program Inspector desired within two (2) years of employment.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires moderate work involving standing or strenuous activity walking long distances through varying terrain and ability to climb steep slopes some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, insects associated with wooded and wetland environments, bright/dim lights, and dust or pollen.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, and depth perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The County of Northampton is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.