

SPOTSYLVANIA COUNTY
Department of Human Resources
9104 Courthouse Road, P.O. Box 605
Spotsylvania, VA 22553

<http://www.spotsylvania.va.us>

**INVITES APPLICATIONS FOR THE POSITION OF:
Deputy of Environmental Codes**

An Equal Opportunity Employer

SALARY

\$71,711.98 - \$93,225.57 Annually

FINAL FILING DATE: Continuous

THE POSITION

Under the Director's supervision, performs professional, executive, and supervisory work in directing and coordinating staff assignments, the technical codes plan review, and overall activities of the Code Compliance Department, Environmental Codes Division. Serves as the Erosion Program Administrator, Storm-water Management Director, and the Chesapeake Bay Preservation Act Director. Employee is responsible for assigning, directing, reviewing, and participating in the activities of technical environmental engineering plan review and code enforcement under various County Codes. Employee is also responsible for coordinating and directing environmental code compliance cases, gathering statistical data, and appearing in Court to give testimony, if needed. Employee is also responsible for administering complex codes, enforcement cases, providing legally binding code interpretation, and directing field inspections, including third party civil engineering procured inspections program. Employee must exercise considerable tact, courtesy, firmness and professionalism in dealing with contractors, property owners and the general public.

SPECIAL DUTIES & RESPONSIBILITIES

- Assists the Director of Code Compliance in directing the overall departmental daily operations of the Environmental Codes Division of the department; supervises and directs employees in plan review, codes enforcement, customer service, and codes interpretation. Assigns and directs the work of technical plan review, code enforcement personnel engaged in inspections and code enforcement activities; issue notices of violations; reviews difficult or complex engineering data, environmental cases and resolves problems as non-routine unique situations arise.
- Administers performance evaluations of supervised staff.
- Required to be a sworn officer of the court.
- Supervises investigations and prosecutes violations of Chesapeake Bay Preservation Act Ordinance, Erosion and Sedimentation law, Storm-water Management law, and other applicable technical codes, design standards codes, ordinances, and regulations; directs chain of physical evidence for court hearings; authorizes criminal warrants and reviews case histories.
- Supervises environmental enforcement division court action or testimony; follows case

dispositions and approves calendar of scheduled court appearances.

- Serves as Environmental law expert.
- Represents the County as the Program Administrator for Chesapeake Bay, Erosion and Storm-water.
- Coordinates and manages enforcement and code compliance cases prior to legal action; supervises inspections and oversees the gathering of pertinent data; appears in court and presents testimony, when required.
- Manages field personnel, including third party civil engineers, performing inspections to ensure compliance with land use and environmental codes of the County; directs field officials in commercial site plan inspections and compliance reviews; serves as liaison to all State and Federal officials upon inspections in the County for VSMP and Chesapeake Bay Act Programs.
- Receives, evaluates, directs responses to customer service complaints, employee management, and codes interpretations of staff.
- Receives and responds in writing to complex questions; responds to all FEMA related issues and inquiries, provides recommendations of actions or offers responses to inquiries to the Director.
- Prepares monthly, quarterly, yearly and special financial reports; gathers and analyzes data for overall budget consideration.
- Manages, audits, and provides reports to director on staff workforce management, enforcement, and fee collections.
- Provides interpretation and recommendation of ordinance amendments
- Provides staff support to regional planning agency, George Washington Planning District; review advertisements, cases, and procedures; attends meetings as required of regional and State regulatory agencies providing input or oversight to the Department, and represents the Department as needed in such meetings.
- Enforces site plan conditions related to E&S and Storm-water as established by the Board.
- Assists the Planning and Zoning Department; provides recommendations and interpretations related to E&S and Storm-water.
- Maintains a variety of records and ensures staff is responsive to FOIA regulations with files; i.e. follows up within FOIA timelines with document production.
- Participates in public speaking activities for Homeowner Association Meetings, citizen groups, public meetings, civic groups, and professional organizations.
- Reviews commercial and industrial civil engineering site plans, in absence of Environmental Assistant; answers questions from the public, visitors to the Department counter, and applicants; answers telephone and off-site field inquiries.
- Prepares reports, letters, and memos to Boards, Commissions, and public officials; attends staff meetings with Department Head, County Attorney, and other staff, as needed.
- Maintains Department of Environmental Quality program ratings;
- Attends staff meetings, training classes and seminars; DEQ Certifications and any required professional licenses and certifications, attends seminars and conferences.
- Reads technical bulletins, proposed code changes, and other related materials to stay abreast of changes in State law, codes, code enforcement, ordinances, etc.
- Performs other related duties as required.

MINIMUM TRAINING & EXPERIENCE

Associate's Degree in Civil Engineering or Bachelors in Environmental Studies, with Professional Engineer licensure is preferred; with three (3) to five (5) years of experience in environmental code enforcement; three (3) to five (5) years of experience with a civil engineering firm involving extensive field experience; and two (2) years of supervisory experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Required certification from Virginia's Department of Environmental Quality (DEQ) as Dual Combined Administrator or the ability to obtain certification within one year of acceptance of position.