

## Code Enforcement Officer

Status: Full-Time

Compensation: \$35,135 - \$45,675 annually

### Role Overview

Orange County, Virginia is seeking a Code Enforcement Officer to join the Planning & Development Services Department. The Department manages comprehensive and current planning, building and development permitting, building inspections and enforcement of site plans, zoning and erosion and sediment control programs. The Code Enforcement Officer is responsible for ensuring regulated activities are in compliance with county codes and for helping citizens in a variety of ways relating to the department's planning, permitting, inspections and enforcement activities.

Orange progressively balances a strong sense of community character with proactive economic development, while enhancing and improving the quality of life for all its citizens. Orange County includes the developing towns of Orange and Gordonsville and the urbanizing Germanna-Wilderness Area. The Code Enforcement Officer serves in a position highly visible to the public and the elected officials and performs professional and technical work to implement adopted codes, review development proposals, and deliver positive customer service. Work involves considerable public contact, occasionally regarding sensitive issues requiring judgement, firmness and tact. Position reports to the Code Enforcement Program Manager.

### Role Description

- Inspects single-family dwelling sites for proper Virginia Erosion and Sediment (E&S) Control laws and for County-controlled property setbacks, including initial and recurring inspections, as required. Performs final inspections for compliance of all erosion measures for determining bond release.
- Regularly inspects commercial sites and subdivision projects, as required, for E&S controls to ensure proper functions and conformance with state standards.
- Reviews single-family, commercial, and subdivision site plans.
- Investigates E&S complaints for single-family, commercial, and subdivision sites; processes all related results and information for inspections and complaints; responds to complaints issuing properly documented Notice of Violation, Notice to Comply, and the like.
- Investigates various complaints against County zoning and subdivision ordinances and trash and debris violations; responds to complaints by issuing properly documented notices of violation or compliance; issues orders and gathers necessary evidence for preparation of complex enforcement or complaint cases for court consideration; testifies in court, as required, as the issuing officer and expert witness.
- Gathers data using desktop mapping and field Global Positioning System (GPS) device and collection systems for the Orange County Geographic Information System (GIS).

- Provides citizen and customer assistance by answering questions and explaining technical and procedural requirements in person, over the phone, or through field consultation with the public, property owners, engineers, contractors, and others.
- Performs related tasks, as required.

### **Minimum Education & Experience**

High School Diploma with certifications and training as indicated in Special Requirements. Minimum of one (1) year experience effectively dealing with the public in code enforcement, law enforcement, planning, building inspections, or investigations. Local government experience preferred. Other equivalent education and work experience may be considered in meeting the minimum education and experience requirements.

The ideal candidate will possess a commitment to creative problem solving and dedication to public service, will be a strong communicator and be highly organized and detailed in their work ethic. The successful candidate will be experienced with conflict de-escalation and resolution in a variety of situations.

### **Skills**

Strong analytical abilities; working knowledge of planning, zoning, land development, permitting and inspections; the ability to function independently and as a team member; skill in the use of Microsoft Office software, business-specific software; comfort producing original reports; the ability to interpret legal records. Project management, maintaining interpersonal relationships and the ability to patiently and calmly respond to differing viewpoints on a variety of matters are also necessary skills.

### **Physical Demands / Work Environment**

Work is performed in various office and field environments and involves sitting, standing, walking and bending/crouching for extended periods of time. Applicants must be physically able to operate a variety of machines, tools and equipment, such as an automobile, computer, printer, plotter, copy machine, etc., and possess the ability to exert moderate physical effort in light work which may involve lifting, carrying, pushing and/or pulling of objects and materials of up to fifty (50) pounds. Field work settings required has frequent exposure to outdoor weather conditions, occasional exposure to hazardous materials related to waste management and illegal trash and dumping sites, and occasional hazards from animals or irate citizens; work is generally performed in a noisy location (e.g. heavy traffic, large equipment, etc.).

### **Special Requirements**

- Erosion and Sediment Control Inspector (VDEQ) certification, or the ability to acquire the certification within one (1) year of hire.
- Possession of appropriate driver's license valid in the Commonwealth of Virginia with an acceptable driving record.
- Additionally, other certifications related to code enforcement are expected to successfully perform the job functions over time, which may include: E&S Control Plan Reviewer, Stormwater Management Inspector, and Certified Zoning Official.

***Orange County is an equal opportunity employer. Orange County does not discriminate or allow discrimination on the basis of race, color, sex, national origin, religion, age, disability,***

*marital status, sexual orientation, veteran status, or any other protected class as established by law.*