



Brunswick County, Virginia

Code Enforcement Officer

Brunswick County is currently seeking qualified applicants for the position of Code Enforcement Officer. This position will be under the direct supervision of the Planning Director and will also assist the Building Official. This position will perform skilled work enforcing applicable County ordinances, codes and standards related to zoning, land use, property maintenance codes, Erosion and Sediment Control ordinances, acts of nature and disaster, and other public concerns. Refer to www.brunswickco.com for full job description. Starting salary \$60,000, dependent on experience and qualifications. Benefit package includes (health, dental and vision, flex spending, VRS retirement, paid holidays)

Requires a high school diploma or equivalent, and at least three (3) years of experience in zoning enforcement, housing inspections, fire/fire protection, property maintenance work, or an equivalent combination of education and experience.

Qualified applicants should submit an **application** and **resume** to the Office of the Human Resources Coordinator, telephone 434-848-6896.

- In Person - 228 North Main Street, Suite 200, Lawrenceville, Virginia 23868
- Email - athomas@brunswickco.com.
- Mail - P.O. Box 399, Lawrenceville, VA 23868

Closing date for receiving applications is 5:00 p.m. on **Thursday, May 8, 2025.**

Brunswick County is an Equal Opportunity Employer.

CODE ENFORCEMENT OFFICER (FULL TIME POSITION)

General Description

This position performs skilled work enforcing and monitoring applicable ordinances, codes and standards related to zoning, land use, property maintenance codes, erosion and sediment control, acts of nature and disaster, and other public concerns.

The position works under general supervision, independently developing work methods and sequences.

Duties and Responsibilities -

Specific duties/responsibilities include, but are not limited to:

The essential functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work as necessary.

- Performs inspections involving standards, ordinance, code violations, property maintenance, and complaints on minimum rental housing standards, single family dwellings, vacant structures, non-residential buildings, inoperative vehicles, weed and debris, sanitation, enforcement nuisance and refuse and zoning ordinances.
- Recommends and or prepares case files for legal action against unresponsive or absentee property owners and cases of non-compliance; appears in court to provide testimony regarding ordinance interpretation and code enforcement procedures; conducts research information on violations; prepares and sends violation notices, posts properties of unknown or absentee owners and obtains summonses from a magistrate.
- Ensures systematic scheduling for inspections in specified areas, follows through with complaint investigations; contracts various services for weed and debris removal, boarding of vacant structures and for the removal of inoperative motor vehicles; inspects and reviews contractor services for compliance in accordance with departmental guidelines.
- Advises property owners, contractors and builders regarding standards and resolves problems or concerns and provides information to the general public and assists citizens through complaint investigations.
- Maintains all required certifications; attends training classes, workshops, etc. as appropriate to enhance and maintain knowledge of development in the field of code enforcement; prepares data for monthly reports related to property maintenance and environmental/zoning functions; prepares correspondences; maintains files, and answers telephone inquiries.
- Provides Erosion and Sediment Control (ESC) compliance; inspections, and reporting of land-disturbing activity according to the requirements of the Virginia Erosion and Sediment Control Regulations and County Ordinance

- Performs other related work as required. Individual assignments will be determined by supervisor based on current workload and department needs.

Special Requirements –

- Certification as an International Code Council (ICC) Zoning Inspector or Virginia Association of Zoning Official (VAZO).
- Erosion and Sediment Control (ESC) Inspector within 18 months of hire.
- Certification as a Department of Housing and Community Development (DHCD) Property Maintenance Inspector required within 18 months of hire.
- A valid driver's license with an acceptable driving record.

Minimum Education and Experience Requirements –

Requires a high school diploma or equivalent, and at least three (3) years of experience in zoning enforcement, housing inspections, fire/fire protection, property maintenance work, or an equivalent combination of education and experience.