



NOTICE OF POSITION VACANCY

ENVIRONMENTAL COMPLIANCE/CODE ENFORCEMENT OFFICIAL COUNTY OF KING WILLIAM, VIRGINIA

King William County, Virginia (pop. 16,000+) is presently accepting applications with professional resumes and references for the position of Environmental Compliance/Code Enforcement Official. The full Job Description for this position is attached. Salary \$41,747+ depending on qualifications and experience, with benefits.

Completed King William County Application for Employment (downloadable from <http://kingwilliamcounty.us/departments-and-services/human-resources/>) along with professional resume and references may be submitted electronically (PDF format only, please) to sconley@kingwilliamcounty.us (Subject Line: Application-Code Enforcement Official) or by mail to: County of King William, Virginia, 108 Horse Landing Road #4, King William, VA 23086 - ATTN: Ms. Sandy Conley. Applications accepted until position filled. King William County is an Equal Opportunity Employer.



**COUNTY OF KING WILLIAM, VIRGINIA
DEPARTMENT OF COMMUNITY DEVELOPMENT**

JOB DESCRIPTION

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| Job Title: | Environmental Compliance/Code Enforcement Official | | | |
| Position No.: | 081100-1100-03 | | | |
| Position Type: | Specialist | | | |
| Pay Grade: | E20 | | | |
| No. of Employees Supervised (10/17): | RFT: 0 | RPT: 0 | WAR: 0 | LTP: 0 |

GENERAL DESCRIPTION:

Under the general direction of the County Director of Community Development, with occasional guidance provided by the County Attorney, the Environmental Compliance/Code Enforcement Official is primarily responsible for overseeing compliance with and the enforcement of various King William County codes including, but not limited to: erosion and sedimentation control, floodplain management, nuisance abatement, storm water management and wetlands zoning. Other responsibilities include review of subdivision plats and plans for compliance with the County subdivision ordinance, general enforcement of the County zoning ordinance, and responsibilities in the area of countywide litter control and prevention. The position has investigatory as well as administrative and technical assistance responsibilities, including prosecution of County code violations before the appropriate court. Performs other related duties as directed. Work is performed with a moderate degree of latitude for independent judgement and action. Occasional evening and weekend work may be required.

ESSENTIAL FUNCTIONS:

Functions of the position involve aspects of environmental regulatory compliance and code enforcement, generally categorized as follows:

With respect to erosion and sedimentation control, the position is responsible for:

Review development site plans and erosion and sediment control documents.

Conduct erosion and sediment control inspections for all development sites in accordance with county ordinances and the requirements of the Virginia Department of Environmental Quality (DEQ); generate reports and letters for compliance from inspections; maintains reports and files regarding inspections and progress. Schedules and meets with land owners, contractors, and developers/designers during the development phase.

Review and issues all land disturbance permits relating to residential, commercial, and industrial development.

Maintain and coordinate all development agreements required for commercial land disturbance projects.

Issue stop work orders and notice of violations for incompliant properties, if measures have not been met from previous inspections.

Issue performance bond/surety releases for projects after approval upon final inspection.

With respect to floodplain management, the position is responsible for:

Serving under the direction of the county zoning administrator as a designee to undertake floodplain management duties pursuant to the county zoning ordinance and/or applicable state requirements.

With respect to nuisance abatement, the position is responsible for:

Enforcement of various county code provisions concerning the environment, solid waste, and inoperable motor vehicles, from initial investigation through prosecution.

With respect to storm water management, the position is responsible for:

Review of storm water pollution prevention plans, joint permit applications, and various zoning applications, including shoreline erosion projects; reviews water quality impact assessments for work conducted in resource protected areas
Refers to county zoning ordinances, storm water management documents, and other reference materials to prepare for inspections.

With respect to wetlands zoning, the position is responsible for:

Serve as liaison to local Wetlands Board and coordinates public hearings for all development projects within limits of jurisdictional wetlands.

SECONDARY FUNCTIONS:

Assist in clerical and general reception duties when needed by answering telephones, issuing permits, and providing assistance to customers.

Provide notification to individuals and agencies regarding inspections, hearings, and findings.

With respect to the administration of the county subdivision ordinance, the position is responsible for:

Assisting in reviews for single-lot divisions and minor divisions in accordance with the county subdivision ordinance.

Issue performance bond/surety releases for projects after approval upon final inspection of having met Improvements

With respect to the administration of the county zoning ordinance, the position is responsible for:

Assisting in plan reviews for zoning permits and applications for home occupation permits, and with reviews of commercial development site plans in accordance with county zoning ordinance.

Maintain and record all complaints regarding zoning violations and property maintenance code violations; conduct inspections to document probable violation; follow enforcement process to bring violation into compliance via violation letters and court involvement.

Assist the public with inquiries regarding environmental compliance or zoning issues.

With respect to countywide litter control and prevention, the position is responsible for:

Development and implementation of a general litter control and prevention program for the county consistent with budgetary and other resources which may involve some of (but not limited to) the following elements:

Acts as a point of contact for citizens' litter complaints.

Prepares application, performance report, and accounting report for litter grant(s) from the state and/or federal government

Organize and coordinate river and highway clean up events using volunteers including getting sponsors, generating all publicity, and organizing all logistics including coordination with the Virginia Department of Transportation and other state and local agencies.

Periodic review of county highways to evaluate litter complaints and to identify areas needing clean-up.

Identification, investigation and coordination of clean-up of illegal dumpsites when major problems are identified.

Planning and coordination with local schools, recognized educational organizations and civic groups to promote effective litter and recycling programs.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

This is an entry- to intermediate-level position requiring, minimally, any combination of education and previous employment experience equivalent to an associate's or two-year degree in a field of study relating to its Essential Functions; or otherwise any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

PREFERRED EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's or four-year degree in public administration, urban and regional planning, environmental science, biology or closely related field supplemented by a minimum of two (2) years of experience and training in code enforcement, law enforcement, and/or environmental regulatory compliance. A background or experience with investigations and court case preparation and courtroom procedures is highly desirable.

Current certification as a Combined Erosion and Sediment Control Administrator (Virginia).

Current certification as a Zoning Official/Zoning Administrator (Virginia).

Current certification as a Floodplain Manager (CFM)

OTHER POSITION REQUIREMENTS:

Must possess and maintain Virginia Driver's License (frequent job-related driving of personal vehicle and/or County fleet vehicle is required).

Must be able to obtain Virginia certification as Combined Erosion and Sediment Control Administrator within one (1) year of employment.

May be required to obtain Virginia certification as a Zoning Official/Zoning Administrator (CZO) within first three (3) years of employment or other time frame specified by department head or County Administrator.

May be required to obtain certification as a Floodplain Manager (CFM) within first three (3) years of employment or other time frame specified by department head or County Administrator.

May be required to complete other training and/or obtain certifications in various other areas related to Essential and Secondary Functions within time frames specified by department head or County Administrator.

Proficiency with current Microsoft Office Suite software applications, especially Excel, PowerPoint, Publisher, Outlook and Word. Proficiency with current Adobe PDF software.

GENERAL STANDARDS OF PERFORMANCE:

The position is expected to comply with and fulfill the following general standards of performance:

Attendance: Attends work regularly and on time with minimum tardiness and absences and adheres to County policies and procedures regarding absences and tardiness. Attends meetings, planning sessions and discussions on time. Provides required notice in accordance with policy with respect to all forms of time-off requests.

Cooperation: Readily accepts supervisory/managerial instruction and direction and strives to meet the goals and objectives of same. Questions such instruction/direction only when clarification of results or consequences are justified, i.e., instances of unclear communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all employees within the County.

Coordination of Work: Consistently plans and organizes daily work routine. Establishes priorities for the completion of work to make most efficient and effective use of time. Avoids duplication of effort. Accurately estimates expected time of completion of work elements and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

Creativity: Regularly seeks new and improved methods approaches, policies and procedures for enhancing the effectiveness of County operations. Employs imagination and creativity in the application of duties and responsibilities where latitude is granted. Is not adverse or resistant to change.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, procedures and practices. Accepts accountability for meeting assigned responsibilities.

Human Relations: Is a 'team player' and strives to develop and maintain good rapport with other employees. Is not abrasive or discourteous. Does not allow personal issues to interfere with employment relationships. Does not instigate or spread rumors or gossip.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises sound and practical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations.

Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks advice when needed and adequately researches problems, situations and alternatives/options before exercising judgment.

Quality of Work: Maintains high standards of accuracy in executing duties and responsibilities. Takes immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities under Essential and Secondary Functions and as otherwise assigned.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

SPECIAL STANDARDS OF PERFORMANCE:

Knowledge of Job: Demonstrates sound, practical intellectual and intuitive grasp of the various aspects of the job, and the ability to quickly learn and understand the most effective and efficient approaches and means by which desired outcomes may be achieved. Understands and accepts that job responsibilities are performed within a frequently dynamic and changing regulatory and political environment, and appropriate sensitivity to certain external issues and discretionary judgement is occasionally required.

PERFORMANCE APTITUDES:

In undertaking the general and special standards of performance, the position is expected to satisfactorily demonstrate the following aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work cooperatively with others and interact in a professional, pleasant and non-abrasive manner.

Vehicle, Equipment and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of vehicles, equipment and/or materials used in performing essential and secondary functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or work station. Some outdoor walking on natural terrain is occasionally required.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are performed with occasional exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, and pathogenic substances.

The foregoing is intended as a general description of job responsibilities and performance expectations and does not constitute a contract for employment between the employee and the County of King William, Virginia.
