



CLASS SPECIFICATION FOR:

Code Compliance Inspector I

General Statement of Duties:

Accurately interprets and enforces the requirements of Chapters 10 and 24 of the Henrico County Code of Ordinances; performs inspections, reviews, and enforcement work in connection with Chapters 10 and 24 of the County Code under close supervision; does related work as required.

Distinguishing Features of Class:

This is the first level in an approved three-level career development series. Primary duties include accurately and consistently interpreting and applying County codes in all inspection, review and enforcement duties to uphold the Zoning Ordinance requirements, official conditions imposed by the Board of Supervisors, Planning Commission, and Board of Zoning Appeals; investigating zoning ordinance violations; reviewing, inspecting, and enforcing use permit conditions and approved plans of development; performing inspections as needed during the completion of assigned cases. Work is performed under general supervision with latitude for managing the assigned workload. Documentation is typically reviewed by the supervisor. Assigned duties require the constant utilization of a sound working knowledge of County zoning ordinances, the County building code, revitalization concepts and basic engineering principles. Duties are performed with limited latitude for technical determinations. Instructions are given for special assignments. Researches and resolves, or recommends resolution, of routine problems or questions with unusual issues referred to the supervisor or appropriate department staff.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Coordinates inspections with other county agencies;
- Reviews and certifies conformance with conditions of approval for variances, use permits and plans of development;
- Works on a daily basis with property and business owners, tenants and developers to secure compliance with approved plans, permits, and the Code of ordinances;
- Investigates assigned zoning complaints, code violations, and enforces zoning and environmental ordinances;
- Reviews subdivision plats and plans of development in accordance with investigations of zoning complaints;
- Conducts routine field research for Division and Department Managers as assigned;
- May conduct research on different principle uses as applied to zoning districts;
- Obtains and accurately interprets and applies information from the State Corporation Commission;
- Inspects completed abatement projects, reviews related paperwork and invoices, and recommends invoices for payment;
- Initiates legal actions and subpoenas witnesses after a complete document and field review by supervisor, works with supervisor and County Attorneys to prepare for and present evidence in court and follows up on judges' instructions to ensure zoning violations are resolved within a reasonable length of time;
- Creates and maintains accurate detailed records, paper and electronic, related to all case assignments;
- Maintains necessary records and reports in the Tidemark and File Net Systems, includes electronic and on paper as required;
- Attends neighborhood meetings with Inspectors II and III;
- May give presentations to various audiences and stakeholders with supervision;
- Assists with annual neighborhood surveys;
- With appropriate guidance or supervision, prepares for and presents evidence to the Board of Zoning Appeals;
- May supervise community maintenance cleanups and manages cleanup projects to completion;
- Develops and maintains a sound proficiency with software and systems incidental to assigned duties, including Geographic Information System (GIS) and the Department of Motor Vehicles (DMV) registration system;
- Develops and maintains a sound up-to-date working knowledge and understanding of Chapters 10 and 24, Zoning Ordinances and requirements, official conditions imposed by the Board of Supervisors, Planning Commission, and Board of Zoning Appeals;
- Develops and maintains a sound up-to-date working knowledge and understanding of the department's operations and department-specific systems, software and equipment utilized in support of assigned duties;
- Participates in all required on the job training provided on planning, zoning, and revitalization concepts and scheduled meetings;
- Performs other duties as assigned.



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Required Knowledge, Skills and Abilities:

Basic working knowledge and understanding of Chapters 10 and 24, Zoning Ordinances and requirements, official conditions imposed by the Board of Supervisors, Planning Commission, and Board of Zoning Appeals; sound working knowledge and understanding of the department's operations and department-specific systems, software and equipment utilized in support of assigned duties; excellent organization skills with the demonstrated ability to plan and execute work effectively to successfully complete assigned tasks accurately and in a timely manner within established deadlines; ability to multi-task; professional integrity including the ability to maintain the integrity of confidential and/or time sensitive information and processes; ability to read, and consistently comprehend, interpret, apply and communicate complex technical regulations, requirements and information accurately; sound political astuteness; sound critical thinking and problem solving skills with the ability to appropriately resolve a variety of questions and issues within established policies, guidelines, requirements and procedures and appropriately seeks guidance and refers questions and issues to supervisor; ability to research issues, identify and recommend sound solutions; sound professional judgement with demonstrated ability to consider and weigh a variety of relevant factors and make accurate decisions or recommendations; ability to synthesize multiple types of data and make accurate appropriate determinations and recommendations; strong computer skills with ability to use computer and typical business software, proprietary software, systems and applications to complete assigned tasks; visual and hearing acuity sufficient to enable effective inspections, interactions and data collection; excellent written and verbal communication skills with the ability to interact professionally with diverse internal and external stakeholders and to establish and maintain effective working relationships; excellent interpersonal and communication skills to communicate technical information to non-technical audiences in clear and easy to understand language; ability to express ideas clearly and concisely, orally and in writing; ability to work independently and as part of a team; ability to collaborate effectively to establish and maintain a good working relationships with all levels of department staff, County employees, property and business owners, tenants, developers and other relevant stakeholders; personal accountability including teamwork and establishing and maintaining positive working relationships; excellent customer service skills with the demonstrated ability to interact patiently, respectfully and with tact and courtesy with all internal and external stakeholders presenting with varying levels of understanding and needs in order to appropriately address requests, needs and issues; tact; and courtesy. Must be able to positively and appropriately represent the County. May require the ability to work a flexible schedule as needed.

Minimum Education and Experience:

Education: Graduation from high school with relevant coursework completed at the college level; four-year degree in a relevant field such as Urban Studies and Planning or Public Administration preferred;

Experience: Two (2) years of relevant work experience preferred;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license to perform assigned duties at various locations Countywide.