



**COUNTY OF KING WILLIAM, VIRGINIA  
DEPARTMENT OF PLANNING AND ZONING**

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Environmental Compliance/Zoning Officer</b>
<b>Position Class:</b>	Technical
<b>Pay Grade:</b>	N14
<b>Exempt Status:</b>	Non-Exempt
<b>Salary Range:</b>	\$40,772 - \$50,000

**GENERAL DESCRIPTION:**

The Erosion Compliance/Zoning Officer's primary role is to administer, inspect and enforce the County's Environmental Ordinances including erosion and sediment control, storm water management, wetlands, zoning, and Chesapeake Bay Preservation Act regulations. Additionally, the position assists in various departmental duties including inspecting and enforcing property maintenance and zoning violations. This position has a great deal of contact with the public, developers, professionals, citizens, and various local and state agencies. An Erosion and Sediment Control Combined Administrator Certification from the Department of Environmental Quality (DEQ) and certification from Virginia Department of Housing and Community Development (VDHCD) as a Property Maintenance Inspector is required within one year of employment. Performs other duties as directed.

**ESSENTIAL FUNCTIONS:**

- Administers and enforces all aspects of the King William County Environmental Ordinances including, but not limited to: Erosion and Sediment Control, Subdivisions, Wetlands, Zoning, Chesapeake Bay Preservation Act, site plans, Signs, and Property Maintenance Codes.
- Performs compliance monitoring on private and county development projects in accordance with related laws, regulations, and programs; performs preconstruction meetings for erosion and sediment control program requirements; responds to citizen inquiries about erosion and sediment control.
- Investigates and reports Damage Assessments as needed following major weather events; provides assistance regarding drainage and erosion control problems during construction, responds promptly to citizen questions, complaints, and concerns relating to environmental and drainage.
- Assist the public with any questions or inquiries regarding environmental compliance or zoning issues.

- Conducts inspections of development sites for compliance with environmental regulations and practices; generates reports and letters on findings from inspections; produces progress reports on site development; maintains and updates all related files and documents regarding inspections and progress.
- Reviews development site plans, erosion, and sediment control documents to gather information and prepare for site inspections; refers to zoning ordinances and storm water management documents.
- Regularly inspects properties with active land disturbances for compliance with local Erosion and Sediment Control Program and DEQ regulations. Ensures that correct permits are used and trapping mechanism are on site prior to land disturbance.
- Maintains a log of all inspection notes and photos from site visits.
- Issues stop work orders and notice of violation for non-compliance properties if measures have not been met from previous inspections.
- Inspect all single-family dwellings seven (7) days after obtaining a Certificate of Occupancy for permanent stabilization measures.
- Submits monthly reports to DEQ for active land disturbances.
- Track logging operations within the County.
- Receives and tracks phone calls regarding property maintenance issues in the County.
- Inspects properties that have received complaints and determine if a property maintenance issue exists. Notify property owners with required notices and handle court proceedings if violations are not corrected.
- Duties are primarily performed in the field and require extensive movement in and around construction sites.

**SECONDARY FUNCTIONS:**

- Receives and assist callers and visitors; takes messages and refers callers/visitors to other staff members as appropriate.
- Collects applications for building, zoning, land disturbance, and building trades and other applicable documents needed for complete review.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Skill in prioritizing and utilizing effective time management.
  - Ability to write clearly and concisely.
  - Ability to handle stressful situations associated with managing multiple projects.
  - Ability to execute independent judgement.
  - Able to exercise the judgement, decisiveness and creativity required in situations involving evaluation of information against measurable verifiable criteria.
  - Ability to communicate effectively and tactfully, both orally and in writing.
  - Ability to maintain effective working relationships internal and external customers.
  - Ability to deal courteously and effectively with the public.
  - Ability to work overtime as required.
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### **MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

A minimum of two (2) years of experience and training in code enforcement, planning and environmental compliance; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for the job. Must possess or be able to obtain within twelve (12) months of hire certification as an Erosion and Sediment Control Inspector and a Storm Water Inspector from the Virginia Department of Environmental Quality.

Preferred skills include working knowledge of engineering, hydrology, soil conservation or related fields. Knowledge of principles and practices of construction, erosion and sediment control, storm drainage, storm water management, or soil conservation.

Must possess and maintain a Virginia Driver's License and must be able to successfully pass a drug screening and background check.

### **EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS**

All King William County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

\*\*Potential candidates will be required to complete drug testing, driving and background checks.

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*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.*