

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5120

TITLE: DIVISION DIRECTOR, LAND DEVELOPMENT SERVICES/SOLID WASTE RECYCLING, ENGINEERING & ENVIRONMENTAL COMPLIANCE

GRADE: S-34

DEFINITION:

Under the general direction of the Deputy Director of the Department of Public Works and Environmental Services (DPWES) for Land Development Services, plans, organizes and directs one of the following: Building Plan Review and Inspections Division, Site Plan Review and Inspections Division, or Code Development and Compliance Division; and performs related work as required.

OR;

Under the general direction of the Deputy Director of the Department of Public Works and Environmental Services, Solid Waste Management Program, directs the operations of Recycling, Engineering and Environmental Compliance Division; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class directs one of the three Divisions specified above in Land Development Services under the overall direction of the Deputy Director for Land Development Services.

OR; directs the Solid Waste Management operations of Recycling, Engineering and Environmental Compliance Division.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Plans, coordinates, and supervises an operating division consisting of engineers, other professionals, and related para-professional and administrative positions;

Assumes regulatory responsibility for the applicable area;

Manages Division workload, staff resources and management indicators;

Proactively promotes safe work practices;

Assesses staff training needs and ensures staff development and training;

Balances code requirements, practical application, and political sensitivities to resolve land development issues;

Prepares legislative proposals and negotiates with state counterparts/regulators and representatives from the development industry, concerned citizen groups and Board of Supervisor members on proposed statewide land development legislation or proposed solid waste environmental legislation;

Represents Fairfax County in the Code development process at both the State and National level.

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Building Plan Review and Inspections

Ensures enforcement of all state and County codes pertaining to building construction, inspection and plan review for projects regulated by the Virginia Uniform Statewide Building Code;

Serves as the Deputy Fairfax County Building Official, acting as required on behalf of the Fairfax County Building Official;

Represents the Fairfax County Building Official in the development of building codes at the state, national and regional level;

Ensures 24-7 response to calls from the Emergency Operations Center, providing assessment of structural and electrical damage and determining appropriate action in support of police and fire officials;

Seeks input from a broad spectrum of stakeholders such as architects, engineers, contractors, builders and developers in the building community concerning changes in policies and procedures;

Works collaboratively with state and national regulatory agencies, industry groups and the Division of Code Development and Compliance in the development of codes and policies related to building construction.

Site Plan Review and Inspections

Enforces State and County land development codes and regulations, Chesapeake Bay Preservation Act, Virginia Stormwater Management Law, Erosion and Sediment Control Regulations, Site Plan Ordinance and Subdivision Ordinance;

Ensures compliance with all federal, state and County laws, regulations and policies for land development related to reviewing and approving site and subdivision plans, and inspecting site construction, including erosion and sedimentation controls;

Ensures the timely resolution of construction, drainage and erosion and sediment control problems;

Ensures site review and inspections address existing area infrastructure issues including transportation, sanitary sewer and stormwater quality;

Provides timely decisions on proper application of numerous County Code and Public Facilities Manual (PFM) requirements;

Provides interpretation of code provisions and existing department policies regarding the Fairfax County Zoning Ordinance, PFM and County Code;

Analyzes and makes recommendations on innovative facilities for E&S controls and storm water management;

Represents LDS on various building industry groups.

Code Development and Compliance

Oversees code, ordinance and regulation research and development for both the building and site areas;

Manages the Land Development Training Code Academy;

Coordinates strategic planning and business process improvement for LDS;

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Develops proposed amendments to land development and building codes at the National, State and local levels;
Interprets land development and building code requirements for end users and regulators;
Coordinates responses to proposed state legislation, initiates legislation to be considered by the Virginia General Assembly, and reviews proposed legislation;
Staffs the board-appointed Engineers and Surveyors Review Committee (ESRC) responsible for reviewing and recommending Public Facilities Manual (PFM) amendments;
Represents Fairfax County in the development process for codes and regulations at the State and Federal level.

Solid Waste Management Division of Recycling, Engineering and Environmental Compliance

Plans and directs the operations of Solid Waste Management Division of Recycling, Engineering and Environmental Compliance;
Responsible for strategic planning Solid Waste management programs;
Monitors state and federal regulatory legislation and provides analysis of potential impact to the County;
Oversees the Recycling program;
Manages long-term planning of construction projects required to support the landfill, transfer station and collection facility to include selection of engineering consultants related to projects or ordering agreements;
Responsible for code enforcement of solid waste programs to include developing regulations to support code changes and code compliance enforcement;
Collaborates with the Solid Waste Administrative Branch for the division's budgetary, IT and long term staffing requirements;
Collaborates with Solid Waste Operations to develop operating plans to support environmental compliance.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Thorough knowledge of federal, state, and county laws, regulations, and codes that apply to land development or environmental services;
Ability to understand and interpret complex codes, regulations and procedures;
Knowledge of the principles and practices of land development, environmental, civil engineering, building design, plans review, and construction; or knowledge of solid waste recycling, engineering and environmental compliance.
Ability to make detailed plans and procedures for the most effective use of manpower;
Ability to communicate effectively with and to promote collaborative relationships with citizens, environmental groups and government leaders;
Ability to formulate and present effective reports, proposals and presentations for a variety of audiences;
Ability to formulate accounting and record systems to provide data for project costs and work evaluation.

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EMPLOYMENT STANDARDS:

Any combination of education, training, and experience equivalent to the following:

Graduation from an accredited four year college or university with major coursework in Engineering or a related field; PLUS

Eight years of progressively responsible experience in the appropriate engineering field or environmental science field, two of which must have been in a supervisory capacity.

CERTIFICATES AND LICENSES REQUIRED:

For LDS Building plan review and Inspections

Certification as a Certified Building Official.

For LDS Site Plan Review and Inspections

Possession of a valid Erosion and Sediment Control Combined Administrator certification within 18 months of appointment.

Possession of a valid Storm Water Management Combined Administrator certification within 18 months of appointment.

For LDS Code Development and Compliance

Possession of a valid Erosion and Sediment Control Combined Administrator certification within 18 months of appointment.

Possession of a valid Storm Water Management Program Administrator certification within 18 months of appointment.

For Solid Waste possession of a valid Motor Vehicle Driver's License is required.

REVISED CERT: December 19, 2013

REVISED: April 10, 2013

REVISED: April 1, 2013

ESTABLISHED: December 15, 2010