

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5154

TITLE: CODE SPECIALIST III

GRADE: S-27

DEFINITION:

Under general direction, supervises, plans and coordinates staff in the evaluation and issuance of permits, contractor licenses, conduct of inspections, and code enforcement to include the investigation and resolution of complex complaints and inquiries concerning alleged violations of codes, ordinances, or State regulatory requirements, intake and processing of plats, development plans, or legal documents; OR develops and directs the implementation of internal policies, practices, and procedures and represents the Department in criminal and civil court prosecutions and pursues legal procedures pertaining to violations of codes, ordinances, or State regulatory requirements; OR serves as the technical expert in the interpretation, development, or enforcement of applicable codes, ordinances, regulations and related internal policies, and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Supervisory responsibility over lower level Code Specialists, interpretation and management of complex code enforcement activities, coordination with high level County staff on legal issues, and serving as technical expert in the interpretation, development, or enforcement of applicable codes, ordinances, and related internal policies are the key distinguishing characteristic of the III level class.

ILLUSTRATIVE DUTIES:

Prepares and recommends policy implementation changes related to the issuance of permits, the conduct of inspections and the enforcement of applicable codes, ordinances, and County or State regulatory requirements;

Coordinates research to gather technical and statistical data necessary to develop and support code changes, determines potential impact on County operations, recommends changes, and assists in implementation of changes to policies and procedures resulting from code amendments;

Reviews operations for regulatory/permit compliance and recommends policy and/or operational changes to address issues of non-compliance;

Serves as a subject matter expert on applicable codes, ordinances, regulations, and related internal policies, provides technical interpretation for citizens, staff and County officials, and ensures compliance and consistency in code ordinance, and regulatory enforcement;

Designs and presents technical training concerning applicable codes, ordinances, policies, and regulatory requirements;

Establishes procedures for issuing permits and ensures permit and other fees are assessed, and escrows are established, as appropriate, in accordance with the appropriate codes, ordinances, regulations, and policies;

Reviews project plans and meets with design professionals, developers, builders and contractors to discuss the more complex code, contract, bond default, or constructability

issues and to identify where they may not be in compliance with applicable County and State regulatory requirements;

Provides direction and oversight of inspections and/or conducts inspections of controversial, high-profile, or complex projects installed by contractors, developers or individuals to verify compliance with applicable contracts, agreements, County and State codes and regulations;

Reviews fee structures and provides benchmarking information to applicable senior staff;

Reviews and approves erosion and sediment control related revisions to subdivision and site plans;

Directs, mentors, and/or leads staff in the issuance of permits, intake, review, assignment and tracking of plats and plans for development; conduct of inspections, and the enforcement of applicable codes, ordinances, and County or State regulatory requirements;

Coordinates investigations of complaints of applicable County and State regulatory requirements with other county officials, state agencies, consultants and boards;

Acts as liaison or mediator or provides direction to staff in resolving disputes in the more difficult cases involving individuals, groups, contractors, or developers;

Coordinates with high level County staff on legal issues pertaining to criminal and civil court prosecutions and pursues legal procedures;

Coordinates case preparation including the collection of evidence and the presentation of testimony as an expert witness;

Ensures enforcement of County codes or ordinance violations, prepares appropriate notices of violations, summonses and subpoenas;

Prepares and presents reports to senior management, citizens, and public officials;

May serve as an expert witness at hearings or in judicial proceedings related to violations of codes, ordinances, or construction or land-development project completion issues;

May act as the Division Director in their absence.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the industry and of the codes and ordinances which apply to the type of work being regulated;

Specialized knowledge of the process by which violations of applicable codes, ordinances, and related internal policies are resolved and the legal procedures for prosecuting such violations;

Knowledge of the principles, methods and problems of organizations and management;

Knowledge of the theory and practice of civil and/or environmental engineering and urban planning;

Knowledge of topographic and construction surveying;

Knowledge of land development project completion and bond default resolution;

Knowledge of common methods and equipment used in engineering construction and inspection methods used in reviewing such work;

Knowledge of land development processes and requirements, technical aspects pertaining to zoning, related land development codes and authorities, environmental codes, and related involvement of other relevant agencies or departments;

Knowledge of real property descriptions;

Knowledge of court system documents;

Knowledge of corporate database systems, including GIS platforms, required within the business area;

Knowledge of environmental, geotechnical and concrete and asphalt testing methods;

Ability to plan and coordinate the work of professional and related para-professional employees;

Ability to resolve conflicts and negotiate agreements using tact, diplomacy, and persuasion;

Ability to speak clearly and concisely in front of various size groups and to effectively conduct group meetings;

Ability to prepare clear and concise technical reports and suggested code and policy changes and to present findings in a clear and concise format;

Ability to make accurate drawings and maps;

Ability to make neat and accurate computations and field notes.

EMPLOYMENT STANDARDS:

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

Graduation from an accredited four-year college or university with a Bachelor’s Degree in a field of study directly related to the industry being regulated such as engineering, architecture, urban planning, biological or environmental science, business, finance, political science, law enforcement, legal studies or a related field; PLUS four years of progressively more responsible complaint resolution and/or code enforcement experience in the industry being regulated.

CERTIFICATES AND LICENSES REQUIRED:

A valid driver’s license may be required for some positions as identified to the Department of Human Resources.

Possession of a valid Virginia Erosion and Sediment Control Reviewer Certification, and/or Erosion and Sediment Control Inspector Certification, and/or ISO certification or the ability to obtain same within two years of appointment, is required for certain positions as identified to the Department of Human Resources.

Possession of a valid Storm Water Management Project Inspector and/or Storm Water Management Plan Reviewer certification within 18 months of appointment is required for certain positions as identified to the Department of Human Resources.

NECESSARY SPECIAL REQUIREMENTS:

None.

REVISED CERTS:	December 19, 2013
REVISED & RETITLED:	June 1, 2007
REVISED:	November 2, 2004
REVISED:	August 14, 1996
ESTABLISHED:	January 11, 1988