

**DRAFT**  
**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 5353    **TITLE:** SENIOR ZONING INSPECTOR    **GRADE:** S-20

**DEFINITION:**

Under general supervision, performs a variety of general and specialized zoning inspection duties involving the exercise of independent judgment and initiative; provides advisory guidance to lower level inspectors; and performs related tasks as required.

**ILLUSTRATIVE DUTIES:**

Investigates complaints and alleged violations of the Zoning and Noise Ordinances;  
Conducts research and field inspections related to the provisions of the Zoning Ordinance/Noise Ordinance regarding such issues as the permitted use of properties, yard requirements, signs, and noise-producing equipment and activities;  
Interviews citizens and business owners as to alleged violations and provides follow-up activities until complaint is resolved;  
Enforces the conditions and requirements associated with special permit and special exception uses, variances and proffered rezonings;  
Identifies Zoning Ordinance/Noise Ordinance violations;  
Issues Notices of Violation and initiates other corrective procedures to attempt to obtain voluntary compliance;  
Prepares Notice of Violation letters, memoranda and other correspondence;  
Prepares reports and maintains investigative files;  
Prepares evidence and testifies in court;  
Attends meetings and conferences;  
Responds to citizens' inquiries concerning zoning matters;  
Operates technical equipment necessary to monitor light and sound;  
May assist in the preparation and/or review of draft amendments to the Zoning Ordinance.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the provisions of the Zoning Ordinance/Noise Ordinance or other similar ordinances;  
Ability to read and interpret plats and plans related to land development;  
Ability to properly conduct an investigation of alleged code violations;  
Ability to gather evidence, interview individuals and prepare reports on observations made in the field;  
Ability to use technical equipment for measurement of light and sound levels;  
Ability to communicate clearly and concisely, both orally and in writing;  
Ability to deal tactfully and effectively with the public;  
Ability to train and monitor the work of others.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to graduation from high school or a G.E.D. issued by a state department of education; plus four years of experience in a field related to inspection/enforcement activity, including one year of code enforcement experience.

REFORMATTED/REVISED:    December 3, 2007  
REVISED:                            March 15, 1990