

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5356

TITLE: PROPERTY MAINTENANCE AND ZONING ENFORCEMENT SUPERVISOR

GRADE: S-26

DEFINITION:

Under limited direction, plans, coordinates, and supervises a group of inspectors performing both property maintenance and zoning investigations to enforce the Virginia Property Maintenance Code, the Zoning Ordinance, Noise Ordinance and other ordinances in the area of specialization; oversees the development of the Neighborhood Volunteer Program; and performs related tasks as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Property Maintenance and Zoning Enforcement Supervisor is distinguished from the Supervising Field Inspector in that the Property Maintenance and Zoning Enforcement Supervisor supervises a group of inspectors performing both property maintenance and zoning investigations whereas the Supervising Field Inspectors supervise a group of lower level inspectors performing only zoning work.

Property Maintenance and Zoning Enforcement Supervisor is distinguished from the Chief Zoning Inspector in that the Property Maintenance and Zoning Enforcement Supervisor serves as first-line supervisor over a group of inspectors responsible for the enforcement of the Virginia Property Maintenance Code, and the Zoning and Noise Ordinances whereas the Chief Zoning Inspector oversees and manages the entire Zoning Enforcement Branch.

ILLUSTRATIVE DUTIES:

Trains and supervises Property Maintenance and Zoning Inspectors in the selection of target areas for Neighborhood Volunteer Programs and in the promotion and development of the programs;

Trains staff in the investigation of complex problem cases;

Assigns and monitors work of subordinates, assuring that workload is evenly distributed and performed in a timely manner;

Participates in the development of branch and agency goals and objectives;

Reviews subordinate's reports to ensure that inspections, investigations, and complaints are processed thoroughly and correctly;

Reviews draft written notices of violation to ensure notices are technically correct, address all issues and provide proper remedies for resolution;

Approves all final written correspondence and notices prepared by subordinates;

Conducts field inspections and provides guidance to subordinates on properties which have multiple violations;

Oversees case preparation for litigation, including the collection of evidence and photographic documentation for court;

Observes and evaluates subordinates providing court testimony;

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Meets with and responds to Board of Supervisors and staff on zoning enforcement, property maintenance issues, and selection of target areas for Neighborhood Volunteer Programs;
Conducts presentations to civic groups on code requirements and works with neighborhoods and civic groups to resolve zoning and property maintenance issues;
Interacts with County, state, and federal agencies to ensure complaint resolution and enforcement;
Assists with the training of citizens as volunteer coordinators and serves as a point of contact for community leaders in Neighborhood Volunteer and other community programs;
Acts as designated leader should an occupied structure be condemned, requiring a premise to be vacated;
Coordinates with other County agencies to provide emergency housing and resources, for occupants of condemned dwelling units;
Conducts and is responsible for performance evaluations;
Interviews and assists in the hiring of new personnel;
Assists with preparation of the Branch budget;
Assists with preparation of training materials for staff;
Provides information to the public on code enforcement issues and policies;
Represents the Department on interagency task forces.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of Federal, State, and County codes and regulations in the area of specialization;
Knowledge of the legal processes by which ordinance violations are resolved or prosecuted;
Knowledge of the principles and methods of administrative management and negotiation;
Ability to learn and interpret the Zoning Ordinance/Noise Ordinance, light standards and the Virginia Property Maintenance Code;
Ability to learn and understand the required processes and procedures for land development and construction in the County, and special exception, special permit, variance and rezoning processes and practices;
Ability to gather evidence, interview individuals, recognize inconsistencies, analyze deficiencies and prepare reports on observations made during an investigation;
Ability to use technical and photographic equipment for visual evidence and measurement of light /glare, and sound levels;
Ability to read and interpret plans, specifications, and structural engineering drawings;
Ability to effectively supervise staff by providing appropriate guidance, judgment, motivation and leadership;
Ability to effectively train both subordinates and citizen groups;
Ability to provide problem solving solutions to community leaders regarding property maintenance issues;
Ability to communicate effectively, both orally and in writing, with all level of employees throughout the County, and to interact effectively with County officials and the public;
Ability to generate cooperative citizen volunteer involvement;
Ability to negotiate and use conflict resolution skills to solve problems;
Ability to prepare clear, concise, and accurate reports;

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Ability to work nights and weekends when required, for complaint investigations or citizen meetings;

Demonstrated ability to effectively use PC database management programs.

EMPLOYMENT STANDARDS:

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

Graduation from an accredited four year college or university in a zoning, planning, enforcement or inspection related field; PLUS

Three years of experience in zoning, planning, inspection or enforcement work, including one year of code enforcement experience.

CERTIFICATES AND LICENSES REQUIRED:

Possession of valid Motor Vehicle Driver's License;

Certification by the Virginia Department of Housing and Community Development within twelve (12) months of appointment;

Certification through the Commonwealth of Virginia as a technical assistant to the Building Official within twelve (12) months of appointment

ESTABLISHED: June 23, 2006