



Job Title: Environmental Compliance/Zoning Officer
Location: Richmond Region, VA
Salary Range: \$40,000 - \$55,000 – DOQ
Position Type: Full Time, Exempt
Deadline: Open until filled

Job Description

The Berkley Group seeks a qualified, self-motivated applicant to serve as an Environmental Compliance/Zoning Officer for the company. The position will assist King William County, Virginia with its environmental compliance and zoning functions.

Primary functions include:

- Regular, reliable attendance necessary;
- 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 noncompliance 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.

SKILLS & QUALIFICATIONS

Thorough knowledge of environmental activities including erosion and sediment control, storm water management, wetlands, zoning and code enforcement, and Chesapeake Bay Preservation Act regulations as applicable to the Commonwealth of Virginia; ability to read and interpret local, state, and federal regulations, surveys, site plans, plats, and plans of development; ability to gather and interpret technical and statistical information and prepare technical reports; ability to establish effective working relationships with local staff, regional partnership staff, state agencies, contractors, architects, land developers, associates and the general public; strong verbal and written communication skills. Knowledge of principles and practices of engineering, hydrology, soil conservation, construction, erosion and sediment control, storm drainage, and storm water management. Technical skills, including proficiency in GIS and desktop publishing systems, desirable. **CZO/CZA credentials preferred.**

EDUCATION & EXPERIENCE

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.

Submit a cover letter, resume, and three professional references to Maxie Brown at maxie.brown@bgllc.net.

The Berkley Group is an Equal Opportunity Employer