

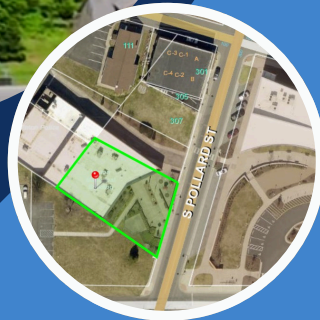


## WE ARE HIRING CODE ENFORCEMENT OFFICER

Earn between \$25.00 and \$30.00 per hour, based on your experience, plus a generous \$1,000.00 sign-on bonus! Join our team and make a meaningful impact in the Town of Vinton. Together, we can create positive change in our community!.

For more information please email me at [dcollins@vintonva.gov](mailto:dcollins@vintonva.gov)

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TOWN OF VINTON  
DEPARTMENT: PLANNING AND ZONING  
POSITION: CODE ENFORCEMENT OFFICER – PART TIME  
FLSA: NON-EXEMPT  
DATE: 03/13/2025

### **JOB SUMMARY:**

Performs professional work enforcing the Town Codes, including the Zoning, Subdivision, Nuisance, Stormwater, and other code issues as assigned. Performs site compliance inspections for development and redevelopment sites. Works extensively with citizens, developers, and business owners to resolve situations of non-compliance with adopted regulations.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

- Receives complaints, investigates alleged violations and enforces the zoning ordinance, sign regulations, subdivision regulations, stormwater regulations, and other Town ordinances in accord with procedures prescribed by law.
- Inspects construction sites for compliance with approved site plans and subdivision plats, as needed.
- Inspects for compliance with special use permits conditions and rezoning proffers.
- Issues Notices of Violations and similar correspondence to attain compliance with adopted regulations.
- Recommends legal action to enforce Town Ordinances, prepares case chronologies and presents evidence in court as required.
- Maintains case files of complaints, violations and inspections and prepares monthly and yearly reports.
- Assist Assistant Planning and Zoning Director and Associate/Principal Planner as assigned task as needed.
- Proficient in our permitting systems: Microsoft Access, iWorq, and Cityworks.
- Proficient in Microsoft Word and the ability to conduct property research using various search engines (e.g. Google) and mapping programs.
- Performs other duties as may be assigned.

### **MINIMUM QUALIFICATIONS**

Any combination of education and experience equivalent to graduation from high school and considerable experience in code enforcement work. Including considerable public contact, preferably in an enforcement capacity. Customer service training and experience preferred. Certified Zoning Official (CZO) through Virginia Association of Zoning Officials (VAZO) preferred and/or obtained in twelve (12) months of date of employment.

The successful applicant will possess and maintain a valid Virginia Motor Vehicle Operator's License. Note: Applicant must have and maintain a driving record acceptable to Town of Vinton and its insurance carrier(s).

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Professional knowledge of Town Ordinances for Nuisance Zoning, Subdivision, stormwater illicit discharge, and other land development regulations.
- Professional knowledge of Town and Roanoke County legal procedures as related to the enforcement of laws and ordinances preferred.



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- Ability to establish and maintain effective working relationships with property owners, business owners, building contractors, surveyors, engineers, Town and Roanoke County Officials, and the public.
- Ability to enforce Town regulations with firmness, tact and impartiality.

**SUPERVISORY CONTROLS:** Position is supervised by Planning and Zoning Assistant Director. Supports the Principal Planner with inspections and compliance associated with special use permits, rezonings, variances and administrative appeals.

**COMPLEXITY:** The work consists of varied administrative duties. The diversity of tasks to be completed contributes to the complexity of the position.

**PERSONAL CONTACTS:** Contacts are typically with citizens Town of Vinton Departments, contract services, employees.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, to resolve problems, to motivate or influence persons, and to negotiate or settle matters.

**PHYSICAL DEMANDS:** Must be able to sit for long periods of time while operating a computer and telephone. Must be able to operate a motor vehicle. Must be able to conduct site visits and negotiate terrain with varying slopes and ground conditions, in varying weather conditions.

**WORK ENVIRONMENT:** In general, the job is performed both in a climate-controlled office setting and outdoor visits to sites with various terrain and in varying weather conditions may occur during all seasons of the year.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None

*Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. Town of Vinton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Town of Vinton will provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with the employer.*