



WESTMORELAND COUNTY, VA
Environmental Compliance Officer

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

This full-time position is responsible for administering all County Codes related to environmental protections and community nuisances associated with Land Use. Primary duties will be the inspection and enforcement of reported violations, as well as County regulations including erosion and sediment control, stormwater management, the Chesapeake Bay Preservation Act, and wetlands. Field work and performing on-site inspections outside are necessary components of the position. Work is performed under the general supervision of the Land Use Administrator. The salary starts at \$46,361 with a comprehensive benefits package.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The following list of duties are examples of activities which shall be performed. Additional related duties may be assigned as necessary by the Land Use Administrator.

- Provide information to the general public regarding permitting and enforcement of zoning, environmental protection, community nuisances, and other land use subjects ➤
- Perform and document field inspections to verify conformity with environmental protection regulations including erosion control measures on construction sites ➤
- Investigate complaints of nuisances and conduct enforcement activities, including field inspections, notification, and participating in litigation if deemed necessary to secure compliance
- Maintain written records for all activities
- Meet with the general public as necessary to discuss and resolve issues
- Assist colleagues with general office duties, including answering phones, responding to emails, filing, reviewing permit applications, and assisting clients at the front counter ➤
- May include preparing and presenting cases to various County boards
- Coordinate with other County, State, and Federal officials as appropriate
- Make recommendations on activities and programs intended to improve the quality of life in the County
- Occasionally attend meetings, training seminars, and conferences (some of which may be held after normal working hours or involve travel)
- Some outdoor fieldwork is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

The following is a list of qualifications that a successful candidate will possess.

- Ability to read, interpret, and apply regulations, both when reviewing codes and when conducting field inspections
- Ability to identify issues and develop effective solutions
- Basic knowledge of County and State regulations and general theories relative to legal enforcement of codes, land use law, and abatement of nuisances
- Possession of Virginia's Erosion & Sediment Control inspector and Stormwater Management inspector certifications, or the ability to secure these licenses and other necessary professional certifications in a timely manner
- Ability to establish and maintain effective working relationships with the general public, other government entities, and County staff
- Ability to communicate tactfully, firmly, and effectively with others, both orally and in writing
- Ability to work on several projects concurrently and cope with interruptions
- Experience operating general office equipment and typical computer software programs, including Microsoft Office and Internet applications ➤ Experience using GIS software is a plus
- Ability to operate motor vehicles, as well as possession of a good driving record and a driver's license valid in Virginia

EDUCATION AND EXPERIENCE:

A high school diploma or equivalent is required, supplemented with at least three years of related work experience. Graduation from an accredited college or university with major course work in environmental science, biology, planning, or a related field is desired. Consideration will be given to any combination of education and relevant work experience.

PHYSICAL REQUIREMENTS:

The position is subject to both inside and outside environmental conditions during all seasons, including occasional extreme cold or heat, steep terrain, and atmospheric conditions. Work involves a moderate amount of physical activity, visual acuity, and fine motor skills. Westmoreland County is an AA/EEO/ADA compliant Employer.

HOW TO APPLY:

Submit a cover letter and completed Application for Employment (or resume with three professional references) to Richard Stuart Jr., Land Use Administrator, at the email or address given below. The position will remain open until filled.

Richard Stuart Jr.
Land Use Administration
P.O. Box 1000 (111 Polk Street for hand delivery)
Montross, VA 22520
ristuart@westmoreland-county.org
804-493-0120