

LANCASTER COUNTY

ENVIRONMENTAL CODES COMPLIANCE OFFICER

GENERAL STATEMENT OF JOB

Under general supervision, performs technical work for the County Planning and Land Use Office in the oversight and inspection of site development projects for compliance with the County's Erosion and Sediment Control Ordinance, Wetlands Ordinance, Chesapeake Bay Preservation Ordinance, Stormwater Management Regulations, Zoning Regulations and Site Plan Requirements. The work involves assisting property owners, contractors and the general public with inquiries related to land disturbance, erosion and sediment control and site plan requirements, stormwater requirements, wetland regulations, Chesapeake Bay Preservation Program requirements and general floodplain and flood zone information. Work also involves reviewing submitted applications, issuing permits, attending meetings and performing on-site inspections to ensure compliance with local program regulations. Work further involves conducting on-site inspections to ensure compliance with county requirements; investigating complaints and violations. Employee must exercise tact and courtesy in frequent contacts with contractors, property owners and the general public. Reports to the Director of Planning and Land Use. Training will be provided.

SPECIFIC TASKS AND RESPONSIBILITIES

- Assist property owners, contractors and the general public in addressing inquiries about permit applications related to land disturbance, erosion and sediment control and site plan requirements, stormwater requirements, wetland regulations, Chesapeake Bay Preservation Program requirements, and general floodplain and flood zone information.
- Conduct site visits for Water Quality Impact Assessments. Conduct site visits for RPA determinations. Assist homeowners and contractors in filling out WQIA forms. Educate general public on the Resource Protection Area.
- Serve as staff liaison to the Wetlands Board. Duties include reviewing wetland permit applications, conducting site-visits, meeting with contractors and land owners, attending Wetlands Board meetings, writing permits, performing required inspections to ensure compliance, maintaining the tracking database for applications, and addressing complaints and violations (Note: works with the Army Corps of Engineers, the Virginia Marine Resources Commission and the Virginia Institute of marine Science in the performance of these duties).
- Issue permits and cover the customer service desk as required.
- Perform other duties as required.

QUALIFICATIONS

- Must be a high school graduate with a higher level of education in related studies preferred.
- Must be proficient in Microsoft Office, Google Suite, and GIS or have the ability to learn these programs.
- Must be able to communicate effectively in person, on the phone, and in writing (including email).
- Must be physically capable of negotiating steep and rough terrain expeditiously in all types of weather.
- Must hold Virginia Erosion and Sediment Control Inspector certification, or obtain the certification within one year of date of hire.
- Must have a Virginia Driver's License and a clear criminal history.