



# ***King and Queen County***

*Founded 1691 in Virginia*

*County Administrator's Office*

*242 Allens Circle*

*P. O. Box 177*

*King and Queen Court House, Virginia 23085*

*Phone: (804) 785-5975 Fax: (804) 785-5999*

## **Help Wanted**

**Environmental Codes Compliance Officer**

**King and Queen County**

King and Queen County is now accepting applications for the position of Environmental Codes Compliance Officer. The Environmental Codes Compliance Officer assists in the implementation of the County's Erosion/Sediment Control, Wetlands, and Chesapeake Bay Program. Duties will include, but are not limited to, the technical review and enforcement of development plans to ensure compliance with these 4 environmental programs and county code compliance. Experience and/or knowledge in site construction is preferred. Applicant is required to have certification from Virginia's Department of Environmental Quality (DEQ) as a Dual Combined Administrator or the ability to obtain certification within one year of acceptance of position. Valid driver's license and good driving record required.

A completed King and Queen County Application and resume is required for consideration. To obtain a County Application and complete job description, contact Tina Ammons, King and Queen County Administrator's Office at 804-785-5975 or on the County's website [www.kingandqueenco.net](http://www.kingandqueenco.net). Position is open until filled.

King and Queen County is an Equal Opportunity Employer.



Office of the County Administrator  
P. O. Box 177, King and Queen Courthouse, Virginia 23085  
Phone: (804) 785-5975 – Fax: (804) 785-5999

**King and Queen County Administrator's Office**

**King and Queen County  
APPLICATION FOR EMPLOYMENT**

**NOTICE: King and Queen County only employs U.S. Citizens and aliens authorized to work in the United States. In connection with this, all offers of employment are contingent on the production of certain documents that establish identity and eligibility to work in the U.S. U.S Citizens will be required to produce a valid driver's license or ID card with photo and an original Social Security Card or a certified copy of a birth certificate or other documents that establish identity and eligibility to work in the U.S.**

**King and Queen and its employees are subject to the Drug-Free workplace Act of 1988. You will be subject to drug and alcohol testing requirements.**

**PERSONAL INFORMATION**

Please provide your personal and contact information.

Name (Last, First, MI)

Nickname

Street Address:

City

State

Zip Code

Mailing Address: (if different from above)

City

State

Zip Code

( ) - -  
Home Phone

( ) - -  
Cell Phone

( ) - -  
Other Phone

Position Applying For: \_\_\_\_\_

E-mail Address \_\_\_\_\_

Are you at least 18 years of age? \_\_\_\_\_

## REFERENCES

**Please provide three personal references.**

1) \_\_\_\_\_ (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
Reference's Name Phone Number

\_\_\_\_\_  
Mailing Address

Email Address: \_\_\_\_\_

2) \_\_\_\_\_ (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
Reference's Name Phone Number

\_\_\_\_\_  
Mailing Address

Email Address: \_\_\_\_\_

3) \_\_\_\_\_ (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
Reference's Name Phone Number

\_\_\_\_\_  
Mailing Address

Email Address: \_\_\_\_\_

**EDUCATION**

**Please provide the following educational information.**

\_\_\_\_\_  
Name of High School Attended                      City, State                      Dates Attended

Circle the highest grade you have completed:      1   2   3   4   5   6   7   8   9   10   11   12

Circle all that currently apply to you:

GED    High School Diploma    Associate's    Bachelor's    Master's    Doctoral    Business

List all colleges, universities, trade, vocational and military schools you have attended:

\_\_\_\_\_  
Name of Institution                      City, State                      Dates Attended

\_\_\_\_\_  
Name of Institution                      City, State                      Dates Attended

\_\_\_\_\_  
Name of Institution                      City, State                      Dates Attended

Are you fluent in any foreign languages? (Circle one)                      Yes                      No

If so, list the language(s). \_\_\_\_\_

Typing Skills \_\_\_\_\_

Give information regarding your office and computer experience including Software knowledge and skills? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OTHER**

If offered employment by the County, when will you be able to start work:

\_\_\_\_\_

Is anyone related to you either an official of or now employed by King and Queen County? If yes, give name and position with County:

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT**

**Please provide the following experience information beginning with the current or most recent and working back from the last ten years. (If more space is needed please use additional sheet.)**

\_\_\_\_\_  
Employer (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Your Job Title Immediate Supervisor

\_\_\_\_/\_\_\_\_\_  
Begin Date End Date

Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_  
Employer (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Your Job Title Immediate Supervisor

\_\_\_\_/\_\_\_\_\_  
Begin Date End Date

Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_  
Employer (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Your Job Title Immediate Supervisor

\_\_\_\_/\_\_\_\_\_  
Begin Date End Date

Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

This application when properly completed and accepted by appropriate company personnel will remain active for 30 days from the date accepted and will be considered for any vacancy during this period for which the applicant has applied. This application will not be considered for employment vacancies beyond the 30 day period, unless renewed in person by the applicant.

I hereby authorize, without liability, any person or organization whose name I have given as a reference, or by whom I have previously been employed, to furnish the King and Queen County Administration Office any information they may have concerning my character, habits, ability, financial responsibility, job performance and reasons for leaving employment. I hereby release all such persons and organizations from any claims for damages of any kind which may result by reason of furnishing such information.

I hereby authorize the King and Queen County Sheriff's Department or any other law enforcement agency or court of record to furnish the King and Queen County Administration Office information concerning any felony or misdemeanor of which I have been convicted.

I have read and understand each of the paragraphs appearing in this application and further certify that this application was completed by me and that all entries and information placed on it are true and complete. I understand that any false, incomplete or deceptive response made by me on this application or other required documents shall be grounds for denial of employment or discharge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Please mail completed application to:**

**King and Queen County Administrator's Office  
P. O. Box 177  
King and Queen Courthouse, Virginia 23085  
Attn: Human Resources**

**OR**

**Deliver in person to our office at:**

**242 Allen's Circle, Suite L  
King and Queen Court House, VA 23085**

## **King & Queen County – Environmental Codes Compliance Officer**

**SALARY:** Grade 5 (*\$38,586 - \$46,544 as of January 2021*)

**DESCRIPTION:** The Environmental Codes Compliance Officer performs professional planning and development plan review for the County's Planning and Zoning division in the Community Development Department. The employee's work involves reviewing land use proposals and plans to ensure compliance with a variety of local, state, and federal environmental plans as well as the County's Comprehensive Plan. The employee shall administer and implement assigned department programs, including but not limited to the following: wetlands, Chesapeake Bay Preservation Area, Erosion and Sediment Control, and County code compliance.

### **EXAMPLES OF DUTIES:**

- \*Performs environmental review of site development plans, subdivision plats, and long-range plans;
- \*Prepares reports, and maintains verbal and written contact with applicants, developers, architects, engineers, surveyors, the planning commission, wetlands board and board of supervisors, regarding environmental issues;
- \*Assists in the development and administration of required environmental programs, maintaining compliance with state and federal regulations;
- \*Advises citizens and applicants about environmental site development guidelines and compliance issues relating to the County's ordinance requirements;
- \*Conducts site visits and identifies potential environmental problems, options, and compliance issues;
- \*Confirms professional wetland and buffer delineations;
- \*Advises and provides professional and technical support to the County Wetlands Board, the Planning Commission, and Board of Supervisors on development applications and environmental planning issues;
- \*Attends meetings and presents assigned projects to citizens, and various appointed boards;
- \*Maintains appropriate records and project files for all related activities;
- \*Performs other related duties as assigned; and

### **REQUIRED QUALIFICATIONS:**

**Education and Experience:** Prefer a Bachelor's Degree in Environmental Science, Urban Planning, Public Administration or related field and three (3) years of work experience. Experience and/or knowledge in site construction is acceptable, willing to train.

**Licenses or Certifications:** Requires a valid driver's license. Applicant is required to have certification from Virginia's Department of Environmental Quality (DEQ) as a Dual Combined Administrator or the ability to obtain certification within one year of acceptance of position.

**Knowledge, Skills and Abilities:**

- \*Knowledge of the principles and practices of zoning, land use and environmental planning;
- \*Knowledge of governmental programs, laws, and services pertinent to the planning and development process;
- \*Skilled in the use of a variety of office equipment, including computer-driven work processing, spreadsheet, and file maintenance programs;
- \*Ability to use computer-driven word processing, spreadsheet and file maintenance program;
- \*Ability to read and interpret surveys and engineering drawings and plans;
- \*Ability to review subdivision plans, site development plans and related drawings for compliance with applicable local regulations and ordinances;
- \*Ability to explain orally and in writing planning theory, policy and practices to the people.