



## **Zoning Inspector I # 03173**

### **City of Virginia Beach – Job Description**

Date of Last Revision: January 5, 2026

**FLSA Status:** Non-Exempt

**Pay Plan:** General

**Grade:** 20

### **City of Virginia Beach Organizational Mission and Values**

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Investigate properties and premises to ensure compliance with Appendix A of the City Code (Zoning Ordinance). Gathers data, conducts research and enters permit and zoning information into the City databases and systems. Review development plans and business license applications for compliance with the Zoning Ordinance. Provides information and assistance to the public as requested.

### **Representative Work Functions and Responsibilities**

- Inspect existing properties and premises and note violations; document findings with photographs and in writing and input in City databases; determine validity and scope of violations; and issue notices of violation or court summons, whichever is appropriate.

- Meet with property owners, homeowners, complainants, contractors, landlords, and development consultants in the office or on-site to identify possible violations and explain the requirements of the City Zoning Ordinance; and work with said persons to find the most reasonable solutions to avoid or correct any violations.
- Research properties to obtain all pertinent information, including but not limited to: Conditional Use Permits, Change of Zoning, and other City Council actions, previous and outstanding violations, real estate assessor information, Board of Zoning Appeal actions, Commissioner of Revenue business license and other information as needed.
- Answer telephone calls, emails, and walk-in inquiries from citizens, recipients of notices of violations, complainants, and property owners and provide the necessary requested information.
- Issue notices of violation as appropriate to ensure compliance with the Zoning Ordinance; and if violation still exists, swear out summons, pursue legal action through the court system or with appropriate City appointed boards.
- Testify in court on violations of the Zoning Ordinance.
- Properly document and manage files in the Accela automated documentation system and keep all records up to date, documenting all inspections, findings, and future actions, and document all site visits and inspections.
- Regularly inspect properties for compliance with conditions and/or proffer agreements approved by City Council.
- Meet with civic leagues when necessary to address issues within their neighborhood.
- Remove temporary signs from the right-of-way; and issue notice of violations as needed.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on the current workloads and department needs.

## **Performance Standards**

- Closely follow division's policies and procedures.
- Existing structures, properties, and premises are inspected for compliance with all applicable state and City Codes (primarily the Zoning Ordinance) in accordance with established office procedures.
- Work effectively with other city agencies.
- Properly document cases in Accela by making notes of when inspections were made, when notices were received by the violator, how many days for corrections, and responses received, and refers these cases for action.
- Property ownership is accurately researched.

- Daily trip sheets are written or produced in applicable City software in a legible manner and accurately.
- Effectively adapt to, and apply, new technology (e.g., computer programs, wireless capabilities).
- Telephone calls are answered promptly and courteously.
- Meetings with homeowners, landlords, and tenants are arranged in a manner to meet the needs of all parties in accordance with established procedures.
- Work well with all people necessary to do the job.
- Testimony is given in court and before the Board of Zoning Appeals in accordance with accurately kept records.
- Summonses are issued in accordance with established office procedures.
- Testimony in court is accurate and thorough.
- Meet productivity and reporting requirements.
- Improve knowledge, skills, and abilities on an ongoing basis.

## **Minimum Qualifications**

- High School GED plus four (4) years of experience in zoning inspections, plan review, building construction, real estate, home inspections, architecture, engineering, property management, property maintenance or other related field.
- Must have a current and valid driver's license.

## **Special Requirements**

- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.
- All employees are expected to work 8 AM to 5 PM, unless an alternate schedule is needed to provide necessary job functions and is approved by the supervisor.
- Must obtain ICC Certified Zoning Inspector certification or Certified Zoning Official (CZO) certification from the Virginia Association of Zoning Officials (VAZO) within eighteen (18) months of employment.

## **Working Conditions**

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position level both internally and externally with all posted open positions.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

**DISCLAIMER:**

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*