



**Office of Bedford County Human Resources
1 Public Square, Suite 101
Shelbyville, TN 37160**

Zoning Enforcement Officer

The Bedford County Zoning Enforcement Office is currently accepting applications for Zoning Enforcement Officer.

Work involves providing zoning information to customers, conducting field inspections for code/ordinance compliance, issuing citations, referring to zoning maps and plat, researching property legal information and testifying at hearings relating to violations or citations. In addition, the officer is responsible for storm water management, special flood hazard areas and applicable nuisance abatement/mitigation.

Position Requirements

Position requires knowledge of Bedford County Zoning Ordinances and land use regulations, rules and procedures. Knowledge of the legal, administrative, and procedural regulations applicable to the position of Zoning Enforcement Officer

Position requires possession of or ability to pass/obtain within six (6) months of employment, the ICC Zoning Inspector Certification (ICZ – 2015). The possession of or ability to pass/obtain within six (6) months of employment, the TDEC Level 1 Erosion Prevention and Sediment Control Inspector Certification. The possession of or ability to pass/obtain within one (1) year of employment, the TDEC Level 2 Erosion Prevention and Sediment Control Inspector Certification.

Must have ability to establish and maintain effective working relationships and professional rapport with co-workers, the general public, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, gender identity, sexual preferences, disability or political affiliation.

Must have strong work ethics that demonstrates initiative to resolve issues when confronted with unusual problems or situations and willing to stay longer to finish tasks as necessary or work with others to complete a task. Must be physically capable of tolerating the elements of the weather (ie. rain, heat) and be able to handle unforeseen situations on property review (animals, irate property owners etc.)

Must have basic to moderate computer skills, including but not limited to Microsoft Word, Microsoft Excel, and similar programs. Must have GREAT social/communication skills for dealing with the public and speaking in front of a group (i.e. hearings, property appeals) and maintain a professional appearance and demeanor at work at all times.

Must have a GED or high school diploma and be at least 18 years of age. Must be able to pass a job-related background check and pre-employment drug screen. Must have a valid driver's license (GPS monitored vehicle provided for work only).

Candidates chosen for interviews will be contacted via phone or email. Candidates not chosen will not be contacted.

Please visit www.bedfordcountyttn.org to complete the online employment application. Printed applications or resumes may be mailed or delivered to:

John Boutwell, HR Director
Bedford County Mayor's Office
1 Public Square, Suite 101
Shelbyville, TN 37160

Bedford County is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, national origin, age or veteran status in employment opportunities or benefits.