Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Zoning and Land Use Inspector

JOB CODE	JOB FAMILY	PROFILE
JCV444	**Planning, Development & Protection**	**Zoning and Land Use Inspector**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$21.15 - $30.13**	**April 17, 2026**

The Zoning and Land Use Inspector enforces County zoning ordinances and land use regulations by reviewing development plans, conducting field investigations, and performing land use surveys. This position responds to public complaints, identifies zoning violations, and supports legal enforcement actions to ensure compliance with applicable codes.

Job Description

DUTIES AND RESPONSIBILITIES

- Investigates zoning and land use violations based on public complaints and field observations. Issues notices of violation, correction orders, or stop-work notices as needed.
- Conducts special surveys and prepares written or verbal reports, including comparative data and findings.
- Assists the public in completing zoning-related applications and coordinates with other County departments as necessary to process them.
- Maintains accurate and complete records of inspections, case activity, and correspondence.
- Performs field inspections and documents findings; tracks and organizes fieldwork assignments.
- Researches property ownership records and contacts property owners to initiate corrective actions on problem properties.

- Prepares materials for court proceedings and testifies as a witness when required. Writes case briefs for the Legal Department in cases referred to District Court.
- Handles sensitive or confidential records, plans, or decisions in accordance with applicable laws and policies.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Four (4) years of work experience in planning, business administration, zoning, land use inspections, surveying, real estate appraisal, real estate, or related field.

  *Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Works alone primarily, with or without directions. Works with a select team at times.
- Worker performs duties both indoors (approximately 75%) and outdoors (approximately 25%).
- Indoor duties are performed in a temperature-controlled environment. Workers are exposed to natural weather conditions, noise, fumes and traffic hazards while working outdoors.
- Indoor duties are performed on an even surface, which may be carpeted or tile. Outdoor duties may be performed on an even or uneven surface, which may be wet or dry. Outdoor surfaces may include natural ground, asphalt and concrete.
- Work hazards, or potential work hazards include inspecting for possible zoning or land use violations.
- May be exposed to some unpleasant confrontations.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Various forms of paperwork including money and fees are handled in performance of essential duties.
- County vehicles are utilized routinely in the performance of essential duties.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.