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

Zoning and Land Use Inspector Senior

JOB CODE	JOB FAMILY	PROFILE
JCV525	**Planning, Development & Protection**	**Zoning and Land Use Inspector Senior**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$22.81 - $36.01**	**October 20, 2026**

The Zoning and Land Use Inspector Senior interprets and enforces all adopted Zoning Ordinances and land use regulations. Reviews development plans, conducts field investigations and surveys. Prepares materials for court prosecution. Testifies as a complaint witness as required. Performs plan check of commercial and residential projects for compliance with applicable zone codes, to include setbacks, land use, landscaping, parking layout, administrative actions, development plans and other land use requirements.

Job Description

DUTIES AND RESPONSIBILITIES

- Prepares materials for court prosecution. Testifies as a complaint witness as required. Prepares case briefs for the Legal Department when a case is being prosecuted in District Court.
- Performs plan check of commercial and residential projects for compliance with applicable zone codes, including but not limited to setbacks, land use, landscaping, parking layout, administrative actions, development plans and other land use requirements.
- Researches ownership records and coordinate contact with property owners to initiate corrective actions as required for problem properties.
- Performs field inspections, compiles and maintains accurate records of field inspections and work assignments.
- Investigates possible zoning or land use violations in response to public complaints. Identifies and investigates violations observed while in the field. Issues letters of complaints for zoning violations. Issues correction or stop

work notices for any construction project that is in violation of the zoning or related code.

- Conducts special surveys; prepares oral and/or written reports on findings, including comparative statistics.
- Assists the public with the preparation of various zoning related applications. Coordinates with other departments when necessary to complete applications.
- Maintains complete and accurate records.
- Recommends approval/disapproval of proposed platting actions in accordance with applicable zoning and subdivision ordinances, makes recommendations for modifications.
- Attends official public meetings with other county agencies advising property owners and agents on inquiries concerning lot line adjustments, subdivisions, zone changes and other zoning procedures.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents or decisions that require maintaining confidentiality of sensitive information.
- *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.
- Five (5) years of work experience with planning, business administration, zoning code enforcement (residential housing), housing and land use inspections, surveying, real estate appraisal, or as a licensed real estate broker.

*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

- Telephone, calculator, computer, fax machine, and copy machine are used in performance of essential duties.
- 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.