

Position Code: 2177	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF JOB CLASSIFICATION

The purpose of the job classification is to perform complex work in enforcing building, zoning, environmental, and other applicable City codes and ordinances. The job class is responsible for reviewing plans, issuing permits, providing information, performing inspections, enforcing codes and ordinances, taking legal actions, and reporting. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Researches and maintains currency in all applicable building and related codes; City ordinances; advises less experienced staff, other staff agencies, citizens and building professionals on City code requirements; recommends revisions to applicable ordinances as required.
- Reviews plans and specifications; issues permits.
- Oversees or performs routine patrols and on-site inspections to identify violations of applicable City ordinances; issues written notices of violation, documents violations, and conducts follow up inspections.
- Responds to complaints of complex and serious City code violations; inspects and verifies compliance or non-compliance with applicable codes.
- Attempts to resolve disputes over violations through counseling or negotiation with parties involved; initiates other actions as required including legal processes.
- Coordinates with federal, state, and local agencies involving city codes or related matters; prepares reports or studies and may present information as required.
- Reviews or prepares logs, forms, and reports documenting results of inspections and other events or activities; maintains records, prepares legal or other documents, and testifies in court as required.
- Attends and conducts staff meetings to exchange information; attends, or schedules others to attend, classes or seminars to improve knowledge and skills.
- Oversees special projects and programs or performs administrative functions such as developing procedures, recording information, maintaining records, preparing correspondence and reports, assisting with fiscal matters, and other administrative tasks.
- Performs other related duties as needed or assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Supervises or leads others as assigned by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Uses basic algebra involving variables and formulas, basic geometry involving circumferences, areas, and volumes, and computes ratios, rates, and percents.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; presents training programs.
Mental Requirements	Performs specialized technical and professional work requiring extensive understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems.
Decisions/Supervisory Control	Directs actions of others and programs as needed, making decisions almost constantly, affecting subordinates, coworkers, clients, and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires an associate's degree or any equivalent combination of education and experience in urban planning, environmental health/studies, engineering, or a closely related field.
Experience	In addition to satisfying the vocational/education standard, this class requires a minimum of three years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with the City's Driving Standards. Special skills or equipment certification may be required.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.