

<b>Job Class Code: 2178</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 3</b>

**GENERAL DESCRIPTION OF JOB CLASSIFICATION**

The purpose of the job classification is to supervise staff and oversee City code and ordinance enforcement, and/or departmental initiatives, special projects or programs as required, and perform complex work in enforcing building codes, zoning, environmental, and other applicable City ordinances. The job class is responsible for staff supervision, planning and managing ordinance enforcement operations, policy and procedures, evaluation, and administrative functions. The job class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

**TYPICAL TASKS**

- Supervises staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Researches and maintains currency in all applicable building and zoning codes and City ordinances; develops or assists with plans, policy and procedures; advises less experienced staff, other staff agencies, citizens, professionals, and concerned groups on building and City code requirements; recommends revisions to City ordinances as required.
- Reviews plans and specifications; issues building permits and inspection certificates.
- Assists with the development of policies and procedures for operations in accordance with requirements and guidelines, promulgates and evaluates same to ensure compliance.
- Manages operations by coordinating with supervisor and other staff on activities, reviewing and scheduling work requirements, developing schedules, evaluating progress, and recording significant events and activities.
- Oversees or performs patrols and on-site inspections to ensure compliance with all applicable City ordinances and the issuance of written warnings, citations, and violation notices; documents violations and oversees or conducts follow up inspections.
- Responds to complaints of serious code violations as required; inspects and verifies compliance or non-compliance with applicable codes.
- Oversees the resolution of disputes regarding violations through counseling or negotiation with parties involved, coordination or negotiation with other agencies, and the initiation of other actions as required, including legal processes.
- Attends and conducts staff meetings to exchange information; attends, or schedules others to attend, classes or seminars to improve knowledge and skills.
- Reviews or prepares logs, forms, correspondence, and reports documenting results of inspections; oversees maintenance of records; assists with budgets and expenditures; prepares legal documents; and testifies in court as required.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
<b>Interpersonal/People Involvement</b>	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
<b>Reasoning Requirements</b>	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
<b>Mathematical Requirements</b>	Uses basic algebra involving variables and formulas, basic geometry involving circumferences, areas, and volumes, and computes ratios, rates, and percents.
<b>Language Requirements</b>	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.
<b>Mental Requirements</b>	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems.
<b>Decisions/Supervisory Control</b>	Directs actions of others, making decisions almost constantly, affecting subordinates, coworkers, clients, and others in the general public.

#### **EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires associate's degree or equivalent in urban planning, environmental health/studies, engineering, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/educational standards, this class requires a minimum of four years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Special skills or equipment certification will 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.*

Revised 02/16/17