

<b>Job Class Code: 2441</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 3</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise the operations of a departmental engineering unit office, staff, and field staff. The primary responsibility is to issue and administer permits and coordinate inspection of permitted work. The class exercises supervision over scheduling, job assignment, correspondence, progress tracking, and day to day operations. Workload is dictated by customer demand.

**TYPICAL TASKS**

- Sets bond amounts and fees for commercial, land disturbing, and excavation permits and borrow pits and landfills. Reviews bond paperwork upon submittal.
- Issues various permits and approvals.
- Distributes and stores information related to permits and approvals.
- Investigates and responds to citizen, City Council and City Manager inquiries.
- Provides information to contractors, consultants and the general public.
- Tracks and manages expiration of bonds, permits and special agreements.
- Writes a variety of correspondences on behalf of classification-specific scope of responsibilities or on behalf of others.
- Evaluates and counsels subordinates; assigns and reviews work of subordinates.
- Verifies that all department criteria are met prior to concurrence with building permits.
- Approves final inspections and release of bonds.
- 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>	Counsels or instructs others through explanation, demonstration, and supervised practice or makes recommendations based on technical expertise.
<b>Reasoning Requirements</b>	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, logarithmic, or geometric construction, may use algebraic solutions of equations and inequalities, descriptive statistics, deductive geometry, plane and solid, and rectangular coordinates, and mathematical classifications or schemes. For example, quantities, areas and volumes may be used to determine cost estimates for construction projects for bonding purposes; fractions, ratios, percentages and proportions are used for projecting future trends in construction activity and revenue intake.
<b>Language Requirements</b>	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
<b>Mental Requirements</b>	Performs advanced professional level work in the analysis or interpretation of methods of a scientific, engineering, and legal nature and formulates recommendations on the basis of such analysis, applies creativity and resourcefulness in the analysis and solution of complex problems; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure. Includes responsibility to reinforce regulations with development costs and project schedule implications.

<b>Decisions/Supervisory Control</b>	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, customers, clients, and others in the general public.
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**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in civil engineering or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Depending on position, State and/or City certification(s) may be required. May require a valid driver's license and a driving record that is in compliance with the City's driving standards, depending on operational needs.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**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.
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*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.*