

<b>Job Class Code: 2197</b>	<b>FLSA Status: Exempt</b>
<b>Pay Code: 2</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION**

The purpose of the job classification is to provide management and guidance in the City’s administration and enforcement of development construction, building, zoning, and other codes and ordinances. The job class is responsible for supervising staff; establishing goals, objectives, policy and procedures; managing permitting and inspection operations; and coordinating or reporting on activities to senior management. The job class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

**TYPICAL TASKS**

- Supervises division staff including staffing; organizing, selecting, or recommending selection; training; assigning and evaluating work; counseling; disciplining; and terminating or recommending termination.
- Develops goals, objectives, policies and procedures in consultation with senior management, division staff, and others agencies to meet City growth demands and ensure efficient permitting, construction administration, inspection, and enforcement operations; negotiates for resources to achieve goals and objectives.
- Monitors and interprets codes and ordinances for enforcement, and monitors trends in enforcement data to identify problem areas and determine priorities and areas of concentration.
- Consults with senior management and federal, state, or other local agencies to promote uniform interpretation and enforcement of laws, ordinances, or regulations; reviews legislation, codes, and ordinances and recommends changes.
- Coordinates plan review, permitting, and inspections with other departments, senior management, and staff, reviewing or scheduling work requirements, evaluating progress, and recording significant events and activities.
- Oversees preparation of legal documents and monitors or directs legal processes related to enforcement of codes and ordinances; resolves issues or refers to other departments or agencies for resolution.
- Serves on, or oversees, boards or committees involved in activities related to code or ordinance enforcement; provides advice and assistance to other departments or agencies engaged in construction, development, or other activities regulated by codes or ordinances.
- Prepares and recommends division budget, identifies training opportunities, and identifies and encourages staff technical or professional growth opportunities.
- Prepares routine or special reports/records and performs other administrative duties.
- Responsible for construction administration agreements; preparation, monitoring for compliance and enforcement. Requires frequent consultation with the City Attorney’s Office on unique contract negotiations and strategy.
- Negotiates and adjudicates implementation and enforcement of codes of a non-standard/unique nature that has significant risks and/or costs considerations.
- Periodically reviews permitting and administration processes to address customer demands, updated codes, and improved efficiency.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
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<b>Interpersonal/People Involvement</b>	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
<b>Reasoning Requirements</b>	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, geometry, algebraic solutions of equations and inequalities, descriptive statistics, and mathematical classifications or schemes.
<b>Language Requirements</b>	Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participates in panel discussions and speaks extemporaneously on a variety of subjects.
<b>Mental Requirements</b>	Performs advanced professional level work in the analysis or interpretation of methods of a legal, professional, managerial, or other nature, and formulates recommendations on the basis of such analysis; applies creativity and resourcefulness in the analysis and solution of complex problems.
<b>Decisions/Supervisory Control</b>	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; and develops policies and practices.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires a bachelor's degree or any equivalent combination of education and experience in engineering, urban planning, architecture, code compliance, plan review, permitting or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this job class requires a minimum of five (5) years of related, full-time equivalent experience to include three (3) years in a supervisory capacity for inspections, engineering, urban planning, architecture, code compliance, plan review, permitting or a closely related field.
<b>Special Certifications and Licenses</b>	Special knowledge and certifications such as Building Official, Code Administrator, Zoning Administrator, Erosion and Sediment Control, Stormwater Management, Building Maintenance Official or other may be required. Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.

**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.*