

Job Class Code: 2172

FLSA Status:

Pay Basis: Salary (Annual)

EEO Category: 3

GENERAL DESCRIPTION

The purpose of the job classification is to supervise subordinate plan review staff and provide direction to field inspectors relative to specific code requirements and processes for complex residential and commercial structures. The class is responsible for coordinating and facilitating resolution of development issues, policy and procedures development, plans review, training, and reporting. The 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 subordinate plan review staff to include selection, training, assigning work, disciplinary issues and performance reviews.
- Provides training to plan reviewers on code and procedural changes. Provides required training for lower level staff to approve special inspections or other related documentation. Determines the need for additional training of staff and presents findings to management.
- Provides direction to field inspectors relative to code requirements and processes for specific projects.
- Coordinates and facilitates resolution of development issues in order to allow projects to proceed through the permitting process involving development professionals and all applicable City departments.
- Identifies department procedures and processes that affect the timeline or path for large and complex projects progress and completion.
- Performs plan reviews on the full range of permit types including the most complex plans for new commercial and residential construction, renovations and repairs, industrial buildings and other structures at various design stages to provide code analysis of compliance.
- Organizes and prepares written comments that are submitted to the Project Managers and others for resolution or response.
- Performs site inspections on complex and high-profile projects to ensure compliance and to expedite the issuance of certificates of occupancy. Advises citizens, contractors, designers, architects and engineers on code and other legal requirements.
- Researches and maintains currency in all applicable legal standards; advises less experienced staff, other staff agencies, citizens and building professionals on legal requirements; recommends revisions to requirements as necessary.
- Develops or assists with plans, policy and procedures for plans review and certification. Recommends changes to processes to improve customer service or working conditions. Works with subordinate staff to encourage improved methods and practices.
- Issues written notices concerning plan deficiencies and advises on measures to achieve compliance; processes or oversees processing of applications, permits, and other documentation related to plans. Issues permits as needed.
- Performs administrative functions such as recording information, assisting with or preparing budgets, expenditures, vehicle management, reviewing reports, compiling routine and special reports, and monitoring materials. Evaluates plan review processes by creating reports, facilitating meetings to ensure quality and satisfaction of all requirements, while maintaining a high level of customer service.
- Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	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.
Interpersonal/People Involvement	Supervises or leads others 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 mathematics involving the practical application of fractions, percentages, ratios and proportions, and measurements, logarithmic, or geometric construction, may use algebraic solutions of equations and inequalities, descriptive statistics, and mathematical classifications or schemes.
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 professional level work requiring the application of engineering, legal, architectural, and managerial methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems and coordinates sub-professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
Decisions/Supervisory Control	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, clients, and others in the general public.

KNOWLEDGE, SKILLS, AND ABILITIES	
Knowledge	Must have knowledge of construction terminology as well as a firm understanding of permit processing and plan review functions.
Skills	Must be a skilled communicator.
Abilities	Must have the ability to analyze and evaluate data pertinent to permit applications to ensure code and regulation compliance. Must also have the ability to analyze and evaluate inspection data for compliance with regulations. Must have the ability to effectively convey technical code requirements to citizens and non-professionals. Must have the ability to interpret and understand code sections and how they are applicable to plan review and permit issuance. Must have the ability to provide instruction and leadership to staff.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in civil engineering, architecture, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of five years of full-time equivalent experience.
Special Certifications and Licenses	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 such as State Plans Examiner, Building Inspector, Fire Protection Plans Reviewer, and others.
Special Requirements	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.	

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