

City of Chesapeake: Class Title: Plans Review and Codes Administrator

Job Class Code: 2198	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and perform highly responsible work in overseeing the City's plans review and codes program. The class is responsible for staff supervision, planning and managing plans review and codes ordinance enforcement operations, policy and procedures, evaluation, and administrative functions. 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 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 plans review and codes ordinances; develops plans, policy and procedures; advises less experienced staff, other staff agencies, citizens, and professionals on plans review and codes requirements; recommends revisions to plans review and codes ordinances as required.
- Manages and directs operations by coordinating with manager, other staff agencies, professional groups, and business or civic groups; reviewing and scheduling work requirements, developing schedules, evaluating progress, and recording significant events and activities.
- Oversees review of plans and specifications, the advising of citizens and building professionals on needed changes or corrections to meet codes, and the issuance of permits and inspection certificates.
- Oversees or performs on-site inspections to ensure compliance with all applicable plans review and codes ordinances and the issuance of written warnings, citations, and violation notices.
- Responds to complaints of serious plans review and codes violations; inspects and verifies compliance or non-compliance with applicable codes.
- Oversees the resolution of disputes over 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.
- Performs administrative functions such as recording information, preparing budgets, controlling and reporting on expenditures, compiling reports, and making presentations.
- Attends and conducts staff or case meetings to exchange information; attends, or schedules others to attend classes or seminars to improve knowledge and skills.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Involvement/Things	Handles or uses machines, tools, or equipment that require moderate instruction and experience such as vehicles, computers, peripherals, and software programs such as word processing, spreadsheets or custom applications.
Reasoning Requirements	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.
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.

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Mental Requirements	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; applies extensive understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
Decisions/Supervisory Control	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, clients, and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in engineering, urban planning, architecture, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this requires a minimum of six years of related, full-time equivalent experience.
Special Certifications and Licenses	Driver's License Special knowledge and skills certification such as Building Official, Code Administrator or other will be required.
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.

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 job functions for a given position in a classification.

Revised 07/24/2020