City of Chesapeake Class Title: Plumbing Inspector II

Position Code: 2080  FLSA Status: Non-exempt
Pay Code: 3  EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise others, and perform complex work in enforcing plumbing codes. The class is responsible for supervision, providing information, inspecting plumbing systems, enforcing codes, and reporting. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

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 plumbing codes; advises less experienced staff, other staff agencies, citizens and building professionals on plumbing requirements; recommends revisions to plumbing codes as required.
- Assists with develop of policies and procedures for operations in accordance with requirements and guidelines, promulgates, and evaluates to ensure compliance.
- Reviews plans and specifications; advises citizens and building professionals on needed changes or corrections to meet codes; issues permits.
- Oversees or performs on-site inspections to ensure compliance with all applicable plumbing codes; issues written warnings, citations, and violation notices.
- Responds to complaints of serious code violations; inspects and verifies compliance or non-compliance with applicable codes.
- Attempts to resolve disputes over violations through counseling or negotiation with parties involved; initiates other actions as required including legal processes.
- Reviews or prepares logs, forms, and reports documenting results of inspections and other events or activities; maintains permit and plans records; may testify in court as required.
- Attends and conducts staff meetings to exchange information; attends, or schedules others to attend classes or seminars to improve knowledge and skills.
- Oversees or performs administrative functions such as recording information, maintaining records, preparing correspondence and reports, assisting with fiscal matters, and other administrative tasks.
- Performs other related duties as assigned.

GENERAL STANDARDS

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<th>Data Involvement</th>
<th>Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.</th>
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<td>Interpersonal/People Involvement</td>
<td>Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.</td>
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<td>Reasoning Requirements</td>
<td>Performs supervisory work involving policy and guidelines, solving both people and work related problems.</td>
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<td>Mathematical Requirements</td>
<td>Uses basic algebra involving variables and formulas, basic geometry involving circumferences, areas, and volumes, and computes ratios, rates, and percents.</td>
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<td>Language Requirements</td>
<td>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.</td>
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Mental Requirements
Performs specialized technical and professional work requiring extensive understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Decisions/Supervisory Control
Directs actions of others, making decisions almost constantly, affecting subordinates, coworkers, clients, and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement
Requires an associate’s degree or any equivalent combination of education and experience in a plumbing trade or a closely related field.

Experience
In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, 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. Requires a master level tradesman certification issued by the Commonwealth of Virginia in the plumbing trade.

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.