The purpose of the class is to supervise staff and oversee City plumbing inspection operations. The class is responsible for staff supervision, planning and managing plumbing code 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 plumbing codes; develops or assists with plans, policy and procedures; advises less experienced staff, other staff agencies, citizens and building professionals on plumbing requirements; recommends revisions to plumbing codes or ordinances as required.
- Manages operations by coordinating with supervisor and other staff or activities, reviewing and scheduling work requirements, developing schedules, evaluating progress, and recording significant events and activities.
- Oversees plans and specifications review, the advising of citizens and building professionals on needed changes or corrections to meet codes, and the issuance of permits.
- Oversees or performs on-site inspections to ensure compliance with all applicable plumbing codes and the issuance of written warnings, citations, and violation notices.
- Responds to complaints of serious code 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.
- Reviews or prepares logs, forms, correspondence, and reports documenting results of inspections; oversees maintenance of records; assists with budgets and expenditures; testifies 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.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<table>
<thead>
<tr>
<th>Data Involvement</th>
<th>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.</th>
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<tbody>
<tr>
<td>Interpersonal/People Involvement</td>
<td>Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.</td>
</tr>
<tr>
<td>Reasoning Requirements</td>
<td>Performs supervisory work involving policy and guidelines, solving both people and work related problems.</td>
</tr>
<tr>
<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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<tr>
<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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</table>
City of Chesapeake  Class Title:  Plumbing Inspector III

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
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 six 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. Special skills or equipment certification may be required.

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.