

<b>Job Class Code: 2176</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 3</b>

**GENERAL DESCRIPTION OF JOB CLASSIFICATION**

The purpose of the job classification is to administer and enforce zoning, property maintenance, and other applicable City codes and ordinances. The job class is responsible for reviewing plans, providing information, issuing permits, inspecting structures and facilities, enforcing codes and ordinances, counseling citizens or groups, legal actions, records and reports. The job class works within a general outline of work to be performed and develops work methods and sequences under general supervision

<b>TYPICAL TASKS</b>
<ul style="list-style-type: none"> <li>• Researches and maintains currency in all applicable codes, zoning, property maintenance and other City ordinances; advises citizens, professionals, and concerned groups on applicable City code requirements.</li> <li>• Reviews plans and specifications; issues permits.</li> <li>• Performs routine patrols and on-site inspections to identify violations of applicable City codes; issues written notices of violation, documents violations, and conducts follow up inspections.</li> <li>• Responds to citizen complaints of possible code violations; inspects and verifies compliance or non-compliance with applicable ordinances.</li> <li>• Attempts to resolve disputes over violations through counseling or negotiation with parties involved; initiates other actions as required including legal processes.</li> <li>• Coordinates with federal, state, and local agencies involving City code or related matters; prepares reports or studies and may present information as required.</li> <li>• Prepares logs, forms, and reports documenting results of inspections and other events or activities; maintains records, prepares legal or other documents, and testifies in court as required.</li> <li>• Attends staff or case meetings to exchange information; attends classes or seminars to improve knowledge and skills.</li> <li>• Performs other related duties as needed or assigned.</li> </ul>

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
<b>Interpersonal/People Involvement</b>	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
<b>Reasoning Requirements</b>	Performs skilled work involving rules/systems but solves problems almost constantly.
<b>Mathematical Requirements</b>	Uses basic algebra involving variables and formulas, basic geometry involving circumferences, areas, and volumes, and computes ratios, rates, and percents.
<b>Language Requirements</b>	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
<b>Mental Requirements</b>	Requires performing technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Guides others, making frequent decisions, affecting the individual, citizens, professionals, coworkers, and others that depend on the service or product.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in urban planning, environmental health/studies, engineering, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of one year of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license with a driving record that is in compliance with the City's 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.*