

<b>Job Class Code: 2139</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to perform complex work in enforcing landscaping and city codes and ordinances. The class is responsible for providing advice and information, reviewing plans, issuing permits, inspecting sites, enforcing codes, 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**

- Reviews landscape design and urban forestry plans submitted to the department through the site plan process.
- Researches and maintains currency in all applicable landscaping, storm water and CBPA, or other applicable codes and ordinances; advises staff, other staff agencies, citizens, developers, commissions, committees, boards, groups, or other professionals on code and ordinance requirements; recommends revisions to codes or ordinances as required.
- Researches, analyzes, and identifies potential conflicts between landscaping and existing and proposed infrastructure.
- Assists with development of policies and procedures for operations in accordance with requirements and guidelines, promulgates to others, and evaluates to ensure compliance.
- Assists other departments with landscape and reforestation needs.
- Reviews plans and specifications; recommends alternative measures to protect and preserve natural features and advises on needed changes or corrections to meet codes; issues permits and/or inspection certificates.
- Oversees or performs on-site inspections to ensure compliance with all applicable codes, ordinances, or rules; issues written warnings, citations, and violation notices.
- Responds to inquiries and/or concerns of serious violations; inspects and verifies compliance or non-compliance with applicable codes, ordinances, or rules. Attempts to resolve disputes over violations through counseling or negotiation with parties involved; initiates other actions as required including legal processes.
- Conducts hazardous tree risk or landscape evaluations to public property.
- Reviews or prepares logs, forms, and reports documenting results of inspections and other events or activities; maintains building 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 performing other administrative tasks.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
<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 coordinating work involving guidelines and rules but solves problems 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 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.

<b>Mental Requirements</b>	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.
<b>Decisions/Supervisory Control</b>	Guides others, making frequent decisions, affecting the individual, coworkers, and others that depend on the service or product.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in horticulture, urban forestry, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record in compliance with City Driving Standards. Must obtain certification as International Society of Arboriculture certified arborist within eighteen months of employment. Special skills or equipment certification may be required.
<b>Special Requirements</b>	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 (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.*