

<b>Position Code: 2170</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Code: 3</b>	<b>EEO Category: 3</b>

### **GENERAL DESCRIPTION OF CLASS**

The purpose of the job classification is to perform complex work in the review and approval of site development, residential and commercial structures for compliance with building, zoning, and other applicable code. The job class is responsible for laws, rules, or codes research, policy and procedures development, plans review, information and assistance, training, records, and reporting. The job class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings. Issues permits.

### **TYPICAL TASKS**

- Researches and maintains currency in all applicable legal standards; advises less experienced staff, other staff agencies, citizens, surveyors, engineers, and building professionals on legal requirements; recommends revisions to requirements, as necessary.
  - Develops or assists with plans, policy and procedures for site development and building plan review and certification.
  - Recommends changes to processes to improve customer service or working conditions. Provides guidance and training to staff related to policy and procedures.
  - Reviews plans and specifications for both residential and commercial buildings, site plans and construction projects, as assigned; confers with citizens, building or development professional, and other agencies on legal codes and requirements. Provides guidance to others regarding performance of plan review activities.
  - Issues written notices concerning plan deficiencies and advises on measures to achieve compliance; processes or oversees processing of applications, permits, and other documentation related to plans. Issues permits and meets with walk in customers. Handles calls from architects, surveyors, planners, engineers and contractors, provides information and code requirement explanations and guidance.
  - Performs on-site inspections to ensure compliance with all applicable legal requirements and to advise citizens, builders, developers, or others on legal requirements. Attends assigned meetings as the department representative to discuss compliance issues and resolutions.
  - Manages plan review processes by coordinating with supervisor and other activities, reviewing and scheduling work requirements, developing schedules, evaluating progress, and recording significant events and activities for the division. Files plans, maintains log of plan status and purges files of duplicates or outdated plans in accordance with State Records Retention Schedules.
  - Evaluates plan review processes by reviewing reports, conferences, and inspections to ensure quality and satisfaction of all requirements.
  - Performs administrative functions such as recording information, assisting with or preparing budgets, expenditures, reviewing reports, compiling routine and special reports, and monitoring materials.
  - Reviews and approves special inspections, elevation certificates and similar types of reports and Engineering.
- Performs tracking, compliance review, and enforcement of proffer and Stormwater Management requirements unique to individual projects.

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	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.
<b>Interpersonal/People Involvement</b>	Leads, counsels or instructs others through explanation and demonstration, and makes recommendations based on technical expertise. Provides customer service to both internal and external clients, developers, builders, designers and engineers.
<b>Reasoning Requirements</b>	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.
<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions, and measurements, logarithmic, or geometric construction, may use algebraic solutions of equations and inequalities, descriptive statistics, and mathematical classifications or schemes.
<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 professional level work requiring the application of engineering, legal, architectural, and managerial methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems and coordinates sub-professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
<b>Decisions/Supervisory Control</b>	Guides actions of others, making decisions almost constantly, affecting coworkers, citizens, building and development professional, and others in the general public.

<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>	
<b>Knowledge</b>	Must have knowledge of construction and zoning terminology as well as a firm understanding of development departments' interaction for permit processing and plan review functions.
<b>Skills</b>	Must be a skilled communicator.
<b>Abilities</b>	Must have the ability to analyze and evaluate data pertinent to permit applications to ensure code and regulation compliance. Must also have the ability to analyze and evaluate inspection data for compliance with regulations. Must have the ability to effectively convey technical code requirements to citizens and non-professionals. Must have the ability to interpret and understand code sections and how they are applicable to plan review and permit issuance.

<b>EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS</b>	
<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in civil engineering, architecture, 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 full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Special skills or equipment certification will be required such as State Plans Examiner (residential & commercial) Building Inspector, Fire Protection Plans Reviewer, Zoning Administrator, Permit Technician and others as determined by Department needs.

<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.
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**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.*

Revised 04/06/21