



Code: 1291

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical And Analytical

Series: Examining and Licensing

CLASS TITLE: ZONING INVESTIGATOR

CHARACTERISTICS OF THE CLASS

Under supervision, conducts site inspections to ensure new construction, building renovations, landscaping and various structures are in compliance with approved permit plans and the provisions of the Chicago Zoning Ordinance, and performs related duties as required

ESSENTIAL DUTIES

- Conducts field inspections to ensure buildings and properties (e.g., parking lots, building additions, signs, etc.) adhere to approved plans and architectural drawings and that the intended use of property is in compliance with provisions of the Chicago Zoning Ordinance
- Ensures that construction and renovation work in progress adheres to issued building permits and complies with zoning requirements
- Reviews plans and construction documents submitted with building permit applications, certificate of occupancy applications and administrative adjustments for compliance with the Chicago Zoning Ordinance
- Performs investigations and issues citations for zoning code violations
- Prepares inspection reports documenting code violations pertaining to the Chicago Zoning Ordinance
- Conducts follow-up inspections to ensure that zoning code violations have been corrected
- Testifies in court regarding zoning code violations identified during inspections and corresponding citations issued
- Prepares work reports on inspection activities
- Conducts inspections to ensure conditions outlined in resolutions prepared by the Zoning Board of Appeals are followed, as required
- Inspects job sites for proper building permits and certificates, as required
- Performs emergency site inspections, as required
- May post public notice signs informing residents of proposed zoning amendments

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Five years of skilled building construction, building inspection or zoning inspection experience; **OR** successful completion of a US Department of Labor registered building trade apprenticeship training program and journeyman status, PLUS two years of journey-level building trade work experience; **OR** graduation from an accredited college or university with a Bachelor's degree in Architecture, Construction Engineering, or a directly related field, or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Exposure to construction sites and uneven terrain

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Cameras and related photography equipment
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Measuring apparatus

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to access staircases, ladders, and/or step stools
- Ability to access difficult to enter spaces (e.g., roofs, basements, tanks, field equipment, cramped quarters)
- Ability to operate automotive vehicles and associated equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- municipal zoning and landscape ordinances
- applicable federal, state, and local laws, regulations, and guidelines
- zoning inspection, classifications, and related practices and procedures
- investigation and inspection methods, techniques, practices, and procedures

Some knowledge of:

- geographical locations in the City
- building engineering, design, and construction

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
August, 2015