



Code: 1295

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Examining and Licensing

CLASS TITLE: ZONING PLAN EXAMINER

CHARACTERISTICS OF THE CLASS

Under supervision, the class performs at the entry level reviewing applications for building permits to determine conformance to the Chicago Zoning Ordinance, and performs related duties as required

ESSENTIAL DUTIES

- Refers to zoning maps and municipal ordinances to verify the appropriate classification and district of plans under review
- Reviews building permit applications, architectural drawings, construction plans and related documentation to determine if intended property use is in compliance with designated zoning classifications
- Verifies building size, occupancy and off-street parking plans for zoning code compliance
- Reviews sign permits for compliance with sign and billboard regulations
- Forwards and tracks applications to operating city departments to review for compliance with planned development projects or special certification or licensing requirements
- Reviews court orders and related documents granting minor variations from the zoning ordinance ensuring outlined stipulations correspond to plans submitted for review
- Prepares and generates zoning certification denial correspondence identifying code violations and explaining to clients reasons for denial
- Approves applications found to be in compliance with the zoning and landscape ordinances
- Calculates fees to be assessed for the review of plans
- Responds to inquiries from applicants and the general public concerning the provisions of the zoning ordinance
- Maintains manual and computerized records of reviewed applications and prepares related reports

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

- One year of work experience in the review and evaluation of legal descriptions of property and construction or building plans.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Personal computers and peripheral equipment (e.g., desktop computer, laptop computer, hand-held computer, computer terminals, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- * personal computer operations and applicable software (e.g. Microsoft Office Suite)

Some knowledge of:

- zoning classifications, principles and concepts
- survey plats and deed restrictions
- construction plan and architectural drawing review

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

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, take 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
- MATHEMATICS – Use mathematics to solve problems

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
- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense
- WORK WITH NUMBERS – Add, subtract, multiply, or divide quickly and correctly

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
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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

April, 2013