CLASS TITLE:  Supervisor of Zoning Investigators

CHARACTERISTICS OF THE CLASS: Under general supervision, supervises Zoning Investigators engaged in conducting inspections to ensure the intended use of residential, commercial and industrial buildings and land use for compliance with the municipal zoning, landscape and motor vehicle repair ordinances; and performs related duties as required.

ESSENTIAL DUTIES: Assigns zoning inspections to staff to ensure compliance with the provisions of the municipal zoning, landscape and motor vehicle code requirements; checks zoning plan reviews and inspection reports prepared by staff to ensure the completeness and accuracy of findings and the appropriateness of citations issued; assists staff with complex or atypical zoning inspections and code interpretations; makes field visits to ensure the quality, completeness and timeliness of zoning inspections; prepares reports documenting inspection findings and code violations noted; interprets and explains provisions of the municipal zoning, landscape and motor vehicle code to staff, contractors, and building owners; issues citations for zoning code violations observed during inspections; advises contractors and property owners on measures for correcting code violations; assists in developing and implementing work methods and standards for conducting code enforcement inspections; trains staff in inspection procedures and evaluates their performance; testifies in court as an expert witness to the provisions of the municipal zoning code; prepares staff productivity reports.

RELATED DUTIES: Responds to inquiries regarding complaint inspections, contractor license and permits.

MINIMUM QUALIFICATIONS:

Training and Experience. Six years of progressively responsible skilled building construction or zoning inspection experience, or successful completion of a US Department of Labor registered building trade apprenticeship training program and journeyman status, supplemented by three years of progressively responsible journey level building trade experience, or graduation from an accredited college or university with a Bachelor’s degree in architecture or construction related engineering, plus two years of related experience, or an equivalent combination of training and experience.

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

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liability.

Knowledge, Abilities and Skill. Good knowledge of zoning inspection practices and procedures. Good knowledge of the provisions of the municipal zoning, landscape and motor vehicle repair ordinances. Knowledge of building construction. Knowledge of the geography of the City. Good knowledge of supervisory methods and practices.

Ability to plan, assign and evaluate the work of staff. Ability and willingness to administer appropriate employee disciplinary action when necessary. Ability to deal effectively with contractors, building owners and elected officials. Ability to prepare productivity reports. Ability to resolve complex zoning code compliance problems. Ability to establish and enforce work and safety procedures. Ability to access work sites including roofs and basements.

Skill in interpreting and applying the provisions of the municipal zoning, landscape and motor vehicle repair ordinances. Good human relations skills. Good oral and written communication skills.

Working Conditions. Unavoidable exposure to inclement weather and extreme temperatures.


NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

November, 2004
City of Chicago
Department of Personnel