



Code: 1294

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Examining and Licensing

CLASS TITLE: SUPERVISING ZONING PLAN EXAMINER

CHARACTERISTICS OF THE CLASS

Under general supervision, the class is supervisory in nature, overseeing staff engaged in the examination of construction plans and the review of applications for building permits to ensure conformance with the Chicago Zoning Ordinance, and performs related duties as required

ESSENTIAL DUTIES

- Supervises the work of zoning plan examiners engaged in the review of building permit applications, architectural drawings, construction plans and related documents to determine if intended property and land use is in compliance with designated zoning classifications
- Assigns and participates in the review and interpretation of building permit applications and building plans for complex projects involving larger residential and commercial buildings
- Checks plans for compliance with zoning classifications, building size, occupancy, parking and sign and billboard regulations
- coordinates the compilation of applications forwarded to other city departments for review
- Assists subordinates in interpreting court orders and documents granting variations to ensure stipulations correspond to plans submitted for review
- Ensures zoning denials prepared by staff identify proper code violations and thoroughly explain non-compliance
- Approves the issuance of certifications of zoning compliance
- Interprets and explains the zoning ordinance to staff and the general public
- Monitors the calculation and reporting of fees for plan reviews
- Administers the Residential Zoning Certificate program
- Maintains records and prepares reports on the division's activities
- Assists in the review of zoning exceptions
- Participates in the review of zoning amendments or changes to the zoning ordinance
- Assigns inspectors to evaluate buildings for safety prior to the issuance of occupancy certificates, as required
- May prepare advisory/opinion letters for Zoning Administrator's approval
- Trains staff on the zoning plan review process

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

- Three years of work experience in the review and evaluation of legal descriptions of property and construction or building plans; or an equivalent combination of education, training, and experience

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**

Considerable knowledge of:

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

Moderate knowledge of

- supervisory principles, methods, practices and procedures
- *personal computer operations and applicable software (e.g. Microsoft Office Suite)

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

Other knowledge as required for successful performance in the Senior Zoning Plan Examiner class

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
- COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- MATHEMATICS – Use mathematics to solve problems
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job

Other skills as required for successful performance in the Senior Zoning Plan Examiner class

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
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other abilities as required for successful performance in the Senior Zoning Plan Examiner class

Other Work Requirements

- INITIATIVE – Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Senior Zoning Plan Examiner class

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

November, v2012