



CITY OF URBANA CIVIL SERVICE COMMISSION

DATE: Wednesday, July 31, 2024
TIME: 4:30 PM
PLACE: 400 South Vine Street, Urbana, IL 61801

AGENDA

- A. Call to Order and Roll Call**
- B. Approval of Minutes of Previous Meeting**
 - 1. May 29, 2024 Minutes
- C. Additions to Agenda**
- D. Public Input**
- E. New Business**
 - 1. A. Request to add classifications:
 - i. Building Safety Division Manager
 - ii. Economic Development/Planning Manager
 - B. Request to modify classifications:
 - i. Code Compliance Inspector I
 - ii. Code Compliance Inspector II
 - C. Request to supplement register of eligible:
 - i. Arbor Technician I
- F. Discussion**
- G. Adjournment**

PUBLIC INPUT

The City of Urbana welcomes Public Input during open meetings of the City Council, the City Council's Committee of the Whole, City Boards and Commissions, and other City-sponsored meetings. Our goal is to

foster respect for the meeting process, and respect for all people participating as members of the public body, city staff, and the general public. The City is required to conduct all business during public meetings. The presiding officer is responsible for conducting those meetings in an orderly and efficient manner. Public Input will be taken in the following ways:

Email Input

Public comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted) at the following: citycouncil@urbanaininois.us. The subject line of the email must include the words “PUBLIC INPUT” and the meeting date. Your email will be sent to all City Council members, the Mayor, City Administrator, and City Clerk. Emailed public comments labeled as such will be incorporated into the public meeting record, with personal identifying information redacted. Copies of emails will be posted after the meeting minutes have been approved.

Written Input

Any member of the public may submit their comments addressed to the members of the public body in writing. If a person wishes their written comments to be included in the record of Public Input for the meeting, the writing should so state. Written comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted).

Verbal Input

Protocol for Public Input is one of respect for the process of addressing the business of the City. Obscene or profane language, or other conduct that threatens to impede the orderly progress of the business conducted at the meeting is unacceptable.

Public comment shall be limited to no more than five (5) minutes per person. The Public Input portion of the meeting shall total no more than two (2) hours, unless otherwise shortened or extended by majority vote of the public body members present. The presiding officer or the city clerk or their designee, shall monitor each speaker's use of time and shall notify the speaker when the allotted time has expired. A person may participate and provide Public Input once during a meeting and may not cede time to another person, or split their time if Public Input is held at two (2) or more different times during a meeting. The presiding officer may give priority to those persons who indicate they wish to speak on an agenda item upon which a vote will be taken.

The presiding officer or public body members shall not enter into a dialogue with citizens. Questions from the public body members shall be for clarification purposes only. Public Input shall not be used as a time for problem solving or reacting to comments made but, rather, for hearing citizens for informational purposes only.

In order to maintain the efficient and orderly conduct and progress of the public meeting, the presiding officer of the meeting shall have the authority to raise a point of order and provide a verbal warning to a speaker who engages in the conduct or behavior proscribed under “Verbal Input”. Any member of the public body participating in the meeting may also raise a point of order with the presiding officer and request that they provide a verbal warning to a speaker. If the speaker refuses to cease such conduct or behavior after being warned by the presiding officer, the presiding officer shall have the authority to mute

the speaker's microphone and/or video presence at the meeting. The presiding officer will inform the speaker that they may send the remainder of their remarks via e-mail to the public body for inclusion in the meeting record.

Accommodation

If an accommodation is needed to participate in a City meeting, please contact the City Clerk's Office at least 48 hours in advance so that special arrangements can be made using one of the following methods:

- Phone: 217.384.2366
- Email: CityClerk@urbanillinois.us



CITY OF URBANA
Human Resources Division

BUILDING SAFETY DIVISION MANAGER

JOB DESCRIPTION

Department: Community Development Services	Division: Building Safety
Work Location: Urbana City Hall	Percent Time: 100%
Job Type: Civil Service	FLSA Status: Exempt
Reports To: Community Development Services Director	Union: Non-Union

JOB SUMMARY

The Building Safety Division Manager provides leadership and oversight to the City's Building Safety Division; plays a critical role in ensuring compliance with safety standards, laws, and codes; fostering positive relationships with stakeholders; and overseeing divisional operations.

Responsible for the Building Safety Division's highest level of management and advanced-level oversight of review, enforcement, and compliance with City codes and ordinances pertaining to new construction and existing housing, including electrical systems, plumbing, and mechanical systems, and occupancy to ensure the safety of the built environment for the City of Urbana. Coordinates with representatives from the development and construction industry to ensure a fair and reasonable construction review process; handles complaints; manages, assigns, and evaluates work of inspectors and administrative staff assigned to the division. Interprets building codes, approves and issues permits for building construction and demolition, inspects building construction, including the most complex and time-sensitive commercial building projects for compliance with applicable codes, and prepares the budget for the Building Safety Division. Conducts training sessions for assigned staff and verifies inspection records of assigned staff. Reviews plans for compliance with building codes, zoning ordinances, and pertinent laws. Responsible for developing and managing work programs and priorities and for ensuring that the division is internally consistent and in accordance with federal, state, and municipal statutes and the City's priorities, goals, and values.

Class Specifications

Work requires considerable independent judgment and initiative in combining a broad scope of code and trades knowledge, and sophisticated, analytical judgments in order to solve a variety of complex technical problems. Responsible for overall management of building safety and code enforcement activities. This position requires excellent project management skills and is responsible for leading the plan review process and coordinating with multiple City departments and community stakeholders. The incumbent is expected to exercise initiative and independent judgment within established guidelines in providing technical and professional interpretations of the relevant codes. The incumbent represents the City as an expert in building safety related codes, permit requirements, and other highly technical inspection matters and issues. This position has access to confidential information and maintains responsibility for supervising staff.

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ESSENTIAL FUNCTIONS

- Actively upholds and supports the City's mission, goals, and values.
- Provides leadership of the Building Safety Division by effectively managing the day-to-day activity of both the Inspection and Code Compliance Sections and related administrative support, including caseload management, employee activities, and coordination of program requirements. Serves as Building Official as assigned.
- Reviews building plans and conducts inspections to ensure compliance with safety standards and regulations.
- Manages permit issuance, fee collection, and records maintenance for building construction and demolition projects.
- Leads, manages, and oversees building code updates, changes, and interpretations of the code where appropriate and applicable.
- Reviews plans for and inspects new and existing construction in residences, business and other buildings for conformance with safety standards, laws, and codes; orders corrective action and inspects for compliance.
- Determines whether work requires permits. Inspects new and existing construction in residences, businesses, and other buildings for conformance with safety standards, laws, and codes. Orders corrective action and inspects for compliance.
- Oversees and approves issuance of permits and collections of fees for building construction and demolition, sign, fence, remodeling and certification of occupancy, and maintains records of permits issued and fees collected. Responsible for signing off on Certificates of Occupancy.
- Investigates complaints regarding construction done without permits; illegal occupancy; and zoning violations through both observation and speaking with the public. Issues stop work orders or disapproves occupancy as necessary to address violations and ensure compliance.
- Coordinates and liaises with other City departments, stakeholders, and agencies to address building safety concerns and promote collaborative solutions.
- Serves as staff to appointed City boards and commissions as may be established to address building safety and the built environment concerns. Prepares and presents staff reports to various City boards and commissions and to City Council as necessary. Serves as an expert witness as related to construction, safety, code maintenance, and compliance concerns.
- Confers with and attends meetings and provides technical advice to building owners, architects, engineers, developers, and contractors concerning code interpretations, violations, construction mitigation plans, complex issues, and inspection and permit requirements. Provides technical guidance, expertise, and code clarification to staff, stakeholders, and the development community on building codes, regulations, and safety standards.
- Supervises, coaches, and mentors assigned staff. Facilitates training and professional development opportunities, and fosters a culture of excellence and continuous improvement within the division. Participates in the selection process, coordinates

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training, conducts performance reviews, establishes achievable goals, and monitors employees' progress towards those goals.

- Manages the daily work of inspectors by monitoring workloads, establishing procedures, providing oversight, approving requests for time off, verifying accurate inspection records, and monitoring inspection procedures for policy compliance.
- Leads team meetings to discuss inspection issues and topics for educational purposes, trains and mentors inspectors on City of Urbana codes and inspection processes and procedures.
- Reviews building plans for compliance with state, national, and municipal building construction codes; City zoning ordinances, and pertinent laws, and advised relevant parties regarding compliance needs.
- Coordinates and disseminates plan review documentation to applicable departments, aggregates information into a cohesive plan review response, creates a record of the review, ensuring an efficient delivery of building plan review comments and permits, and chaperoning the review process to completion. Meets with potential developers and builders about preliminary projects to provide guidance through the submittal process.
- Oversees the rental registration and inspection program and licensing process for electrical contractors, waste haulers, and mobile homes.
- Collaborates with Fire Department staff to review plans and/or inspect new and existing fire suppression and fire sprinkler systems for conformance with National Fire Protection Association codes and ordinances.
- Coordinates and assists with inspections with other Community Development and City staff; provides project status updates and compiles construction related data upon request.
- Conducts after-hours emergency inspections to assess potential structural damage or other building conditions that may compromise safety for the occupants or the public.
- Coordinates the final inspection process for the City to ensure all applicable departments have reviewed the project for conformance with the approved plans and issues the Certificate of Occupancy.
- Determines when a property may need to be boarded, demolished, or have the utilities disconnected when a structure is determined to be deteriorated, dilapidated, unsafe, or beyond repair. Orders properties to be boarded, demolished, or have the utilities disconnected when appropriate.
- Responds to inquiries from the public on zoning, building code and permit requirements.
- Assists owners to prepare appeal/variance applications. Manages and assists staff in preparing cases for Building Safety Code Board of Appeals.
- Oversees staff in preparing cases for court. Appears in court as required or if court-ordered compliance and files are necessary. Prepares and obtains Administrative Search Warrants to document code violations. Executes search warrants to obtain photographic evidence, and prepares documentation of all violations, activities and communications.
- Advises staff on the plan review and inspection process; assists in the training of building

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safety staff.

- Prepares and maintains the Division's budget and recommends budget allocations. Has responsibility for monitoring budget expenditures. Reviews and approves purchase orders, invoices, and contracts in related division activities.
- Reviews building code fees and fines in collaboration with the Finance Department.
- Reviews established procedures and policies for the Division and recommends updates and improvements to the Community Development Services Director.
- Directly supervises the duties and responsibilities of the Building Inspector, Electrical Inspector, Plumbing Inspector, and Code Compliance Inspectors.
- Performs other related duties as assigned.

JOB REQUIREMENTS**Education & Experience**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of an Associate's degree in Building Construction Technology or a related field.
- A minimum of ten (10) years of progressively responsible building inspection work in structural, mechanical, plumbing, or electrical code enforcement, including at least three (3) years of supervisory experience.
- Experience working in a municipal government setting is strongly preferred.

Knowledge of:

- Mission, values, and goals of the City of Urbana government.
- Advanced knowledge of national, state, and municipal building construction codes and regulations.
- Supervisory principles and practices.
- Commercial and residential construction.
- Advanced knowledge of code disciplines (i.e., electrical, plumbing, HVAC, fire code, etc.).
- Geographic information systems software such as ArcGIS or QGIS.
- Principles and techniques of successful interpersonal negotiation and conflict management.

Skills

- Exceptional customer service skills.
- Exceptional organizational skills, including managing work flow and juggling priorities.
- Outstanding communication skills, particularly the ability to communicate clearly and concisely, both orally and in writing, to a wide variety of audiences, to include presentation of complex and technical information.
- Proficiency with GIS software, Microsoft Office programs, including Word, Excel, Outlook, and PowerPoint; ability to learn new systems as required.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Basic budgeting and accounting skills.

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- Sound judgment, ethics, and integrity with the ability to display strong leadership skills, act in a highly professional manner, and have strong aptitude for accountability and trustworthiness.

Ability to

- Establish and maintain effective working relationships with others and manage conflicts appropriately.
- Professionally and effectively conduct public meetings.
- Manage multiple complex projects concurrently and accommodate changing priorities.
- Work with diverse co-workers, managers, business representatives, and community members.
- Organize and prioritize workload for self and subordinates, including ensuring subordinates understand their duties and delegated tasks.
- Read and understand building plans and specifications.
- Detect possible defects and faults at stages in building construction where these are most readily ascertained and remedied.
- Analyze alternative means of compliance presented by relevant parties.
- Act as a liaison between diverse interests in difficult situations.
- Monitor staff productivity and provide constructive feedback and coaching.
- Maintain security of confidential information.
- Execute job responsibilities in a timely manner according to department policy.
- Safely operate City vehicles and equipment.

Licenses, Certifications and Memberships Required

- Must possess or obtain a valid State of Illinois driver's license within 15 days of employment.
- Certification by the International Code Council as Residential Building Inspector and Commercial Building Inspector. Must obtain Commercial Building Plans Examiner certification within six (6) months of hire.
- Certification by the International Code Council as Building Official within one (1) year of hire.

Job Dimensions

- Writing: work requires the ability to write memorandums, letters, reports, correction notices, standard operating procedures, notices to comply, agendas, meeting notes, and email.
- Policy/Decision Making: Given the nature of the position, may often need to make a call on which appropriate procedure or policy to apply to duties. The employee will provide input to the Director on larger policy level activities. There is a choice of the appropriate procedure or policy to apply to duties. More complex work, as well as decisions with more significant impacts, are typically reviewed prior to being finalized.
- Technical Skills: Comprehensive—work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate

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to the work environment of the organization.

- **Interpersonal/Human Relations Skills:** High-interactions at this level usually impact the implementation of policies. Contacts may involve policy interpretations and require discussion and the support of controversial positions or the negotiation of sensitive issues or important presentations. During interactions on policy implementation, contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
- Interactions with others are somewhat unstructured. The purpose may be to influence or motivate others, to obtain information, or to control situations and resolve problems. Interactions may be moderately unstructured, and may involve persons who hold differing goals and objectives. Individuals at this level often act as a liaison between groups with a focus on solving particular unstructured problems. Interactions at this level require considerable interpersonal skill and the ability to resolve conflict.

Level and complexity of supervision received

- This position works under the direction of the Community Development Services Director. Incumbent receives guidance in terms of broad goals and overall objectives and is assigned responsibility for establishing the methods to attain them. Generally, the incumbent is in charge of an area of work, and typically formulates policy for this area but does not necessarily have final authority for approving policy.

Level and complexity of supervision exercised

- This position supervises all Building Safety Division staff, including Building Inspectors, Electrical Inspector, Plumbing Inspector, Code Compliance Inspectors, Environmental Compliance Inspector, and the Administrative Technician.

Security Level

- **MVR:** essential functions require frequent use of City vehicles.
- **PII:** essential functions require access to and responsibility for detailed personally identifiable information (PII) that is protected, personal, or sensitive and/or access to and responsibility for information related to the City's finances.

Physical Demands and Working Conditions

- **Physical Demands:** Requires occasional lifting, carrying, walking, climbing, standing, and kneeling; frequent hand/eye coordination to operate personal computer and office equipment; vision and hearing sufficient for reading, recording, and interpreting information; ability to communicate with employees and the public. Ability to perform a range of manual tasks in a construction environment such as climbing stairs or ladders, visually observing work performed, and wearing of appropriate safety equipment such as boots, hard hats, and safety glasses. Regularly driving and visiting construction sites to perform building inspections.
- **Work Environment:** Works in both a clean, comfortable office environment and in an outdoor construction site environment in variable weather conditions. Frequently works in private homes, businesses, and institutions; buildings that may have unsound structural systems and/or cramped spaces such as basements and crawlspaces. Occasionally works on ladders, scaffoldings, & roofs and infrequently may require walking on exposed beams of buildings. Infrequent evening and weekend work may be necessary in priority situations.

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The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Class Specification History:

New Class: July 31, 2024

For HR/Finance Use

Job Class Code	Pay Grade
	114
EEO Category	



CITY OF URBANA
Human Resources Division

ECONOMIC DEVELOPMENT & PLANNING MANAGER

JOB DESCRIPTION

Department: Community Development Services	Division: Economic Development and Planning
Work Location: Urbana City Hall	Percent Time: 100%
Job Type: Civil Service	FLSA Status: Exempt
Reports To: Community Development Director	Union: Non-Union

JOB SUMMARY

The Economic Development and Planning Manager plays a crucial role in driving economic growth and development initiatives for the City of Urbana. This position oversees advanced Economic Development and Planning activities through management of the Economic Development and Planning Division. Responsibilities include personnel administration; coordinating work programs; and leading efforts to attract responsible investment, support business retention and expansion, and strategic planning and development.

Responsibilities include management and oversight of advanced, highly-complex professional Economic Development and Planning activities and programs for the City of Urbana; managing the Economic Development and Planning Division. Responsible for supervising coaching, and mentoring staff, developing and coordinating work programs and priorities, and ensuring the division is operating in accordance with federal, state and municipal statutes, and the City's priorities, mission, and values as reflected in the *Imagine Urbana* Comprehensive Plan.

Responsible for business attraction and retention activities, preparation of development and redevelopment agreements, and tax base growth and stabilization efforts. Prepares, monitors, and coordinates the administration of economic development plans, projects, and programs. Oversees the administration of tax increment finance districts, Urbana Enterprise Zone, economic development loan and grant programs, and other economic development incentive programs. Undertakes special Economic Development and Planning projects as necessary. Markets economic development programs and the City of Urbana as a location site for business and industry. Coordinates with other economic development-related groups, including the Champaign County Economic Development Corporation, Experience CU, Champaign County Regional Planning Commission, the Department of Commerce and Economic Opportunity, and other business associations and resource organizations. The Economic Development and Planning Manager ensures that the economic development and planning staff are working in concert on shared priorities. The work plans of each unit should reflect the priorities outlined in *Imagine Urbana*.

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ESSENTIAL FUNCTIONS

- Responsible for the overall management and direction of the City's Economic Development and Planning functions, including business retention and attraction, facilitation and negotiation of real estate development agreements, small area planning, tax base stabilization and enhancement, annexation strategies, and development and use of various economic development incentive tools.
 - Manages the City's economic development activities, programs, and staff; serves as lead staff on related projects and programs, including the establishment and administration of tax increment finance districts, enterprise zones, preparation of development and redevelopment agreements; and creation and implementation of strategic plans, with emphasis on downtown, and other priority areas identified in *Imagine Urbana*.
 - Oversees urban planning activities and programs, providing supervision, managerial support, and guidance as needed to the Principal Planner in areas such as comprehensive planning, historic preservation, neighborhood planning, subdivision/development review, annexation, research and long-term planning studies, and zoning administration.
 - Oversees the activities of the Market at the Square Coordinator, including management of Market at the Square and various marketing and public relations duties.
 - Oversees the activities of the Arts and Culture Program Specialist, including management support to the Arts and Culture program.
 - Ensures that the work of the Market at the Square Coordinator and the Arts and Culture Specialist further the economic development goals of *Imagine Urbana*.
- Collaborates with stakeholders, businesses, developers, and community organizations to identify opportunities and address challenges in key sectors.
 - Coordinates with City departments, agencies, and external partners to align economic development efforts with broader community development goals.
 - Prepares and presents reports to City boards, commissions, and City Council on economic development and planning initiatives and outcomes.
 - Manages the division's budget, oversees staff, and ensures efficient and effective divisional operations.
 - Represents the City at regional, state, and national forums, advocating for policies and initiatives that support economic development.
 - Provides guidance and mentorship to staff, facilitates professional development opportunities, and promotes a culture of collaboration and innovation within the division.
- Develops, manages, markets, and evaluates incentive programs for economic development including loan and grant program development, management, and application processing, tax rebate programs, and other incentives.
 - Prepares strategic plans and projections related to economic development of the City of Urbana as necessary to implement the priorities reflected in *Imagine Urbana*.
 - Prepares fiscal impact projections, cost-benefit analyses and other economic analysis reports as necessary to assess the effects of new development and other activities.

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- Researches, prepares, and negotiates proposals for development, redevelopment, and annexation agreements in conjunction with the Mayor, City Administrator, Community Development Services Director, and other internal and external stakeholders.
- Maintains an electronic database of all development, redevelopment, and annexation agreements and their adopting ordinances. Monitors all obligations required by development, redevelopment, and annexation agreements.
- Maintains and updates an electronic database of all commercial and industrial firms located in the City, with the assistance of Economic Development and Planning Staff.
- Maintains community profile and marketing information for business attraction purposes, with assistance of the Economic Development staff.
- Markets the City's tax increment finance districts and other economic development programs locally, statewide, and nationally to attract private investment.
- Establishes an ongoing enterprise zone marketing effort in conjunction with the Champaign County Economic Development Corporation.
- May act as or delegate responsibility of City staff liaison to various economic development interest groups, the Champaign County Economic Development Corporation, Experience CU, the Champaign County Chamber of Commerce, and the Champaign County Regional Plan Commission.
- Oversees staff to appointed City boards and commissions within the division, including Plan Commission, Zoning Board of Appeals, Historic Preservation Commission, and Arts and Culture Commission.
- Reviews staff reports to various City boards and commissions and to City Council as necessary for economic development and planning related initiatives.
- Ensures economic development activities are compliant with relevant Federal, State, and local agencies as required and directed.
- Helps to establish and facilitate neighborhood business groups as needed in Urbana with the assistance of Economic Development and Planning Staff.
- Supervises the monitoring of the Illinois Tax Increment Association (ITIA) activities and coordinates necessary legislative contracts.
- Oversees the preparation and execution of Requests for Proposals and development agreements for consultants and developers for tax increment finance and other projects.
- Oversees the monitoring and updating of department procedures for Enterprise Zone administration as needed.
- Oversees the preparation and filing of quarterly and annual reports on Enterprise Zone and Tax Increment Financing District activities on a timely basis.
- Performs other related duties as assigned.

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JOB REQUIREMENTS**Education & Experience**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Knowledge and skills typically acquired through completion of a bachelor's degree in business administration, economics, urban planning, real estate, or a related field **and** eight (8) years of progressively responsible and directly related work experience in economic or real estate development, including at least two (2) years of supervisory experience.
- Preferred/Desirable Qualification(s): Graduation from an accredited college or university with a master's degree in one of the fields outlined above; membership in related professional organizations; and designation as a Certified Economic Developer (CEcD) and/or American Institute of Certified Planners (AICP) certification are desirable.

Knowledge

- Knowledge of municipal economic development tools, including tax increment financing, loans, grants, enterprise zones, development agreements, and various incentive programs.
- Knowledge and skill in presentation techniques, including graphics, layout, and final presentation.
- Advanced knowledge of real estate finance, urban planning, land development, and marketing techniques.
- Knowledge of urban planning and zoning.
- Financial knowledge sufficient to prepare requests for proposals, financial proforma, cash-flow analyses, loan administration, and budget preparation.
- Principles and practices of public administration and municipal government.
- Principles and techniques of successful negotiations and conflict management.
- Basic knowledge of Geographic information systems for mapping and graphic purposes.
- Knowledge of central business district redevelopment, especially previous experience in managing a downtown revitalization project, or business.
- The ability to work collaboratively and maintain effective working relationships with peers, sub-ordinate staff, and outside entities.
- It is expected the incumbent will be highly organized, display strong leadership quality and ability, will act in a highly professional manner, and will have strong aptitude for strategic planning, political awareness, budgeting expertise, knowledge of capital improvement planning, contract management, performance monitoring, sound judgement, trust worthiness and vision.

Skills

- Principles and practices of staff supervision, coaching, and development.
- Principles and techniques of exceptional customer service.

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- Outstanding communication skills, particularly the ability to communicate clearly and concisely, both verbally and in writing, to a wide variety of audiences, and to present complex and technical information.
- Proficiency with Microsoft Office Suite, and the ability to learn new software.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Sound judgment, ethics, and integrity with the ability to display strong leadership skills, act in a highly professional manner, and have strong aptitude for accountability and trustworthiness.

Ability to

- Uphold and support the mission, values, and goals of the City of Urbana.
- Establish and maintain effective working relationships with others and manage conflicts appropriately.
- Prepare reports and proposals and make effective presentations orally and in writing.
- Function in a fast-paced environment.
- Represent the City of Urbana in a professional manner
- Professionally and effectively conduct public meetings.
- Work with confidential information.
- Manage multiple complex projects concurrently and accommodate changing priorities.
- Gain a thorough understanding of the strategic assets of the City of Urbana that makes it unique to prospective clients.
- Work with diverse co-workers, managers, business representatives, and community members.

Licenses, Certifications and Memberships Required

- Must possess or obtain a valid State of Illinois driver's license within 15 days of employment.

Job Dimensions

- Work at this level requires specific professional skills and/or skills in managing a wide variety of complex processes beyond those of the Economic Development Coordinator because the levels of independent judgment and process complexity require more breadth and/or depth of skills to perform the complex processes required by the job, and higher levels of difficulty or responsibility are involved. Examples include advanced skill in administering programs, processes, or services with limited supervision; skill in utilizing an in-depth knowledge of applicable City, state, or federal regulations affecting programs or processes administered by the incumbent; and the ability to manage projects or programs or handle day-to-day administrative responsibilities independently.
- Interactions with others are somewhat unstructured. The purpose may be to influence or motivate others, to obtain information or to control situations and resolve problems. Interactions may be moderately unstructured and may involve persons who hold differing goals and objectives. Individuals at this level often act as a liaison between groups with a focus on solving particular unstructured problems. Interactions at this level require

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considerable interpersonal skill and the ability to resolve conflict. Interactions will regularly occur with diverse audiences, including the Mayor and City Council members, property owners, bank officials, grantor agencies, and the public.

Level and complexity of supervision received

- This position works under the Community Development Services Director. Incumbent receives guidance in terms of broad goals and overall objectives and is assigned responsibility for establishing the methods to attain them. Generally the incumbent is in charge of an area of work, and typically formulates policy for this area but does not necessarily have final authority for approving policy.

Level and complexity of supervision exercised

- The position supervises Economic Development staff, the Market Coordinator, the Arts and Culture Program Specialist, and the Principal Planner.

Security Level

- **MVR:** essential functions require frequent use of City vehicles.

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Physical Demands and Working Conditions

- Work typically occurs in a standard office setting. Normal work schedule is from 8:00 am to 5:00 pm Monday through Friday. Must also be available for meetings and special events occurring beyond standard business hours as required.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Class Specification History:***New class: July 31, 2024****For HR/Finance Use*

Job Class Code	Pay Grade 114
EEO Category	



CITY OF URBANA
Human Resources Division

CODE COMPLIANCE INSPECTOR II

JOB DESCRIPTION

Department: Community Development Services	Division: Building Safety
Work Location: City Building	Percent Time: Full-time, 100%
Job Type: Civil Service	FLSA Status: Non-Exempt
Reports To: Building Official	Union: Non-Union

JOB SUMMARY

Under general supervision, the Code Compliance Inspector II inspects existing occupied and vacant structures, including single-family and multi-family residences, hotels/motels, and mobile homes and enforces compliance with existing structure code, building codes, and property maintenance code; enforces zoning and other codes and ordinances; enforces departmental procedures pertaining to dangerous buildings; assists in administration of the City's rental registration program. May also perform inspections relating to nuisance abatement violations.

Performs a variety of routine to complex duties related to the City's code compliance and building inspection program, including: the identification, investigation, and correction of violations of the City's building, property maintenance, occupancy, and housing codes and City and State building and safety codes and ordinances; completes complex inspections of residential, commercial, and industrial building sites to enforce building, plumbing, mechanical, and electrical codes and safety regulations; investigates citizen complaints of public nuisances and quality of life issues; and seeks voluntary compliance or issues citations and initiates abatement procedures; and performs related work as required.

Distinguishing Characteristics of this Class: This position is distinguished from the Code Compliance Inspector I class by the difficulty and complexity of the inspections performed. In addition, this position requires knowledge typically gained from prior housing inspection work experience or substantially similar work in another field. Supervision received is general in nature.

ESSENTIAL FUNCTIONS

- Inspects existing structures and other buildings for conformance with existing structure codes; orders corrective action and inspects for compliance.
- Conducts Community Development grant/loan code compliance inspections and installation inspections.

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- Assists the Grants Division with scheduling, monitoring, and completing documentation for various grant programs as needed.
- Conducts systematic inspections of rental housing properties in Urbana.
- Conducts inspections of University of Illinois certified housing and other special inspection programs, including but not limited to the Carle Hospital rental housing inspection program.
- Conducts bi-annual hotel/motel inspections in coordination with the Urbana Fire Department.
- Assists owners in preparing appeal/variance applications; prepares and presents City's cases for Building Safety Board of Appeals; appears in court if court-ordered compliance and fines are necessary.
- Coordinates activities and communication with Building Safety Division, Planning Division (Zoning) and Grants Division staff, with other City departments including Public Works , , Urbana Fire , Legal Division, and Urbana Police, and with Housing Authority of Champaign County, University of Illinois, County Animal Control and community groups as required, to address specific building safety, property maintenance and zoning violation issues.
- Receives complaints from tenants and citizens; investigates and orders corrective action, and inspects for compliance according to standard complaint procedures.
- Coordinates with housing-related interest groups, including various neighborhood groups, tenant groups, and the apartment association; represents the City on relevant boards and commissions, as appropriate.
- Maintains vacant properties register and reports on status of cases.
- Monitors security of vacant properties.
- Investigates ownership of properties through contracting title searches and speaking with neighbors and tenants.
- Responds to inquiries from the general public on zoning, property maintenance code regulations, and fire safety.
- Enforces zoning ordinance provisions as they pertain to rental property and housing maintenance, including occupancy and use restrictions.
- Performs assessments of both structurally and fire-damaged properties with assistance from other members of the Building Safety Division and Fire Department staff as needed.
- Inspects mobile home parks for conformance with the municipal ordinance including an annual systematic inspection of all parks.
- Trains and monitors daily activities of interns for project work as assigned.
- Enters and tracks inspection and correction data in the CitizenServe permitting and rental registration software system.
- Performs other related duties as assigned.

JOB REQUIREMENTS**Education & Experience**

City of Urbana

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Graduation from high school or equivalent, and
- Two (2) years of work experience in property maintenance, building construction and/or relevant code enforcement.

Preferred Attributes

- Associate's degree in construction technology, construction management or a relevant field.
- Experience as a plumber, electrician, carpenter or related craftsperson in the building construction field.

Knowledge of:

- Methods and best practices involved in building construction.
- National, state, and municipal existing construction codes and zoning principles.
- Systems and principles for plumbing, mechanical, electrical, and building construction in existing buildings.
- Computer systems for an office setting, including ability to utilize permit and enforcement software programs and spreadsheets.

Skills

- Communication skills sufficient to articulate clearly and concisely, both orally and in writing; includes preparing clear and concise technical reports and understanding and following oral and written instructions.
- Computer skills sufficient to perform basic tasks on Microsoft Office software, specifically Word and Excel, and to learn new software programs.

City of Urbana

Ability to:

- Organize and prioritize workload.
- Communicate clearly and precisely both in writing and orally, including presenting cases.
- Detect violations and assess extent of violations.
- Analyze means of compliance presented by relevant parties.
- Interact effectively with the general public, contractors, tenants, fire inspectors, attorneys, police, and owners regarding enforcement of zoning and existing construction codes and ordinances.
- Enforce necessary regulations with firmness, diplomacy, professionalism, and tact.
- Establish and maintain cooperative working relationship with those contacted in the course of work.
- Work independently without immediate supervision.
- Prepare professional letters, reports, and documentation pertaining to inspection and enforcement findings.
- Safely operate City vehicles and equipment.
- Work with confidential information.

Licenses, Certifications and Memberships Required

- Must possess or obtain within fifteen (15) days of employment a valid State of Illinois Class D driver's license.
- Must obtain I.C.C. Code certification as Property Maintenance Inspector within one year of employment.
- Must maintain certification throughout employment.

Job Dimensions

- Daily contact occurs with other City inspectors and office personnel, employees in other departments, property owners, tenants, contractors, attorneys, and general public. Periodic contact occurs with other governmental agencies and community groups.

Supplemental Information**Supervision received**

- This position works under the general supervision of the Building Official.

Level and complexity of supervision exercised

- This position is not responsible for supervising any staff positions.

Security Level

- **MVR:** essential functions require frequent use of City vehicles.
- **PII:** essential functions require access to and responsibility for detailed personally identifiable information (PII) that is protected, personal, or sensitive and/or access to and responsibility for information related to the City's finances.

City of Urbana

Physical Demands and Working Conditions

- **Physical Demands:** Sufficient physical ability to work in an office setting and operate office equipment; sit, stand, walk, climb, (i.e.: ladders, scaffolds, slopes, roofs, trenches), crawl (in attics or under flooring), and/or kneel for prolonged periods of time; sufficient mobility to work in and around construction projects; requires operating motorized vehicles. Ability to see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress. Ability to hear in the normal audio range with or without correction.
- **Work Environment:** work typically occurs in a standard office setting with daily visits to dwellings sites. Frequent work within occupied rental units. Occasional weekend and evening work may be necessary depending on schedule of clients and City Council meetings. Work may occur in cramped spaces such as crawlspaces, basements, and attics; on ladders to inspect roofs; in building with unsound structural systems including work in fire-damaged buildings; and during inclement weather and weather conditions (snow, ice, rain, heat, and humidity).

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

For HR/Finance Use

Job Class Code	Pay Grade 108
EEO Category 1–Officials and Administrators	LVL

Class Specification History:

- General revision: Jan. 2003
- General revision: approved by the Civil Service Commission on 5/30/2014
- General revision: 7/31/2024



CITY OF URBANA
Human Resources Division

CODE COMPLIANCE INSPECTOR II

JOB DESCRIPTION

Department: Community Development Services	Division: Building Safety
Work Location: City Building	Percent Time: Full-time, 100%
Job Type: Civil Service	FLSA Status: Non-Exempt
Reports To: Code Compliance Supervisor Building Official	Union: Non-Union

JOB SUMMARY

Under general supervision, the Code Compliance Inspector II inspects existing occupied and vacant structures, including single-family ~~and family and~~ multi-family residences, hotels/motels, and mobile homes and enforces compliance with existing structure code, building codes, and property maintenance code; enforces zoning and other codes and ordinances; enforces departmental procedures pertaining to dangerous buildings; assists in administration of the City's rental registration program. May also perform inspections relating to nuisance abatement ~~and zoning ordinance~~ violations.

Performs a variety of routine to complex duties related to the City's code compliance and building inspection program, including: the identification, investigation, and correction of violations of the City's building, property maintenance, occupancy, and housing codes and City and State building and safety codes and ordinances; completes complex inspections of residential, commercial, and industrial building sites to enforce building, plumbing, mechanical, ~~and~~ electrical codes and safety regulations; investigates citizen complaints of public nuisances and quality of life issues; and seeks voluntary compliance or issues citations and initiates abatement procedures; and performs related work as required.

Distinguishing Characteristics of this Class: This position is distinguished from the Code Compliance Inspector I class by the difficulty and complexity of the inspections performed. In addition, this position requires knowledge typically gained from prior housing inspection work experience or substantially similar work in another field. Supervision received is general in nature ~~from the Code Compliance Supervisor~~.

ESSENTIAL FUNCTIONS

- Inspects existing residential structures and other buildings for conformance with existing structure codes; orders corrective action and inspects for compliance.

Code Compliance Inspector II
City of Urbana

- Conducts Community Development grant/loan code compliance inspections, ~~homeowner's courtesy inspections,~~ and installation inspections.
- Assists the Grants Division with scheduling, monitoring, and completing documentation for various grant programs as needed.
- Conducts systematic inspections of rental housing properties in Urbana.
- Conducts inspections of University of Illinois certified housing ~~inspections~~ and other special inspection programs, such as including but not limited to the Carle Hospital rental housing inspection program.
- Conducts bi-annual hotel/motel inspections in coordination with the Urbana Fire Department.
- Assists owners into preparing appeal/variance applications; prepares and presents City's cases for ~~Property Maintenance~~ Building Safety Board of Appeals; appears in court if court-ordered compliance and fines are necessary.
- Coordinates activities and communication with Building Safety Division, Planning Division (Zoning), and Grants Division staff ~~other inspectors from Community Development Services Department, with other City departments including,~~ Public Works ~~Department,~~ Champaign County Housing Authority, Urbana Fire ~~Department,~~ Legal Division, and Urbana Police ~~Department,~~ and with Housing Authority of Champaign County, University of Illinois, County Animal Control and community groups as required, to address specific building safety, property maintenance and zoning violation issues.
- Receives complaints from tenants and citizens; investigates and orders corrective action, and inspects for compliance ~~resolves complaints~~ according to standard complaint procedures.
- Coordinates with housing-related interest groups, including various neighborhood groups, tenant groups, and the apartment association, ~~and sits,~~ represents the City on relevant boards and commissions, as appropriate.
- Maintains vacant properties register and reports on status of cases.
- Monitors security of vacant properties.
- Investigates ownership of properties through contracting title searches and speaking with neighbors and tenants.
- ~~Answers~~ Responds to inquiries from the general public on zoning, property maintenance code regulations, and fire safety.
- Enforces zoning ordinance provisions as they pertain to rental property and housing maintenance, including occupancy and use restrictions.
- ~~Coordinates with Planning Division (Zoning), other Code Compliance Inspectors, Legal Division, Animal Control, Police, and Fire, as appropriate, to address specific building safety, property maintenance and zoning violation issues.~~
- ~~Enforces departmental procedures pertaining to dangerous buildings.~~
- Performs structural assessments of both structurally and fire-damaged properties with assistance from other members of the Building Safety Division and Fire Department ~~personnel staff~~ as needed.

Code Compliance Inspector II
City of Urbana

- ~~Inspects lot dimensions and utility connections for placement of mobile homes for conformance with existing municipal ordinance; orders corrective action and inspects for compliance; issues Certificate of Occupancy.~~
- Inspects mobile home parks for conformance with the municipal ordinance including an annual systematic inspection of all parks.
- ~~Trains and M~~monitors daily activities ~~of and trains~~ interns for project work as assigned.
- ~~Performs other related duties as assigned.~~
- Enters and tracks inspection and correction data in the CitizenServe permitting and rental registration software system.
- ~~Performs other related duties as assigned.~~

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JOB REQUIREMENTS

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Graduation from high school ~~or equivalent~~, and
- Two (2) years ~~of work of work~~ experience in ~~property maintenance~~, building construction and/or relevant code enforcement.

Preferred Attributes

- Associate's degree in ~~construction technology, construction technology, construction management or~~ a relevant field.
- Experience as a ~~journey level~~ plumber, electrician, carpenter or related craftsperson in the building construction field.

Knowledge of:

- Methods and ~~best~~ practices involved in building construction.
- National, state, and municipal existing construction codes and zoning principles.
- Systems and principles for plumbing, mechanical, electrical, and building construction in existing buildings.
- Computer systems for an office setting, including ability to utilize permit and enforcement software programs and spreadsheets.

Skills

- Communication skills sufficient to articulate clearly and concisely, both orally and in writing; includes preparing clear and concise technical reports and understanding and following oral and written instructions.
- Computer skills sufficient to perform basic tasks on Microsoft Office software, specifically Word and Excel, and to learn new software programs.

Code Compliance Inspector II
City of Urbana

Ability to:

- Organize and prioritize workload.
- Communicate clearly and precisely both in writing and orally, including presenting cases.
- Detect violations and assess extent of violations.
- Analyze means of compliance presented by relevant parties.
- ~~Deal-Interact~~ effectively with the general public, contractors, tenants, fire inspectors, attorneys, police, and owners regarding enforcement of zoning and existing construction codes and ordinances.
- Enforce necessary regulations with firmness, diplomacy, professionalism, and tact.
- Establish and maintain cooperative working relationship with those contacted in the course of work.
- Work independently without immediate supervision.
- Prepare professional letters, reports, and documentation pertaining to inspection and enforcement findings.
- Safely operate City vehicles and equipment.
- Work with confidential information.

Licenses, Certifications and Memberships Required

- Must possess or obtain within fifteen (15) days of employment a valid State of Illinois Class D driver's license.
- Must obtain I.C.C. Code certification as Residential BuildingProperty Maintenance Inspector within ~~reasonable period of time after~~ one year of employment.
- Must maintain certification throughout employment, as required by Building Officials Code Administrators International (B.O.C.A.).

Job Dimensions

- Daily contact occurs with other City inspectors and office personnel, employees in other departments, property owners, tenants, contractors, attorneys, and general public. Periodic contact occurs with other governmental agencies and community groups.

Supplemental Information

Supervision received

- This position is works under the general supervision of the Building Official.

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Level and complexity of supervision exercised

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Security Level

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- MVR: essential functions require frequent use of City vehicles.

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Code Compliance Inspector II
City of Urbana

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Physical Demands and Working Conditions

- Physical Demands: Sufficient physical ability to work in an office setting and operate office equipment; sit, stand, walk, climb, (i.e.: ladders, scaffolds, slopes, roofs, trenches), crawl (in attics or under flooring), and/or kneel for prolonged periods of time; sufficient mobility to work in and around construction projects; requires operating motorized vehicles. Ability to see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress. Ability to hear in the normal audio range with or without correction.
- Work Environment: work typically occurs in a standard office setting with daily visits to dwellings sites. Frequent work within occupied rental units. Occasional weekend and evening work may be necessary depending on schedule of clients and City Council meetings. Work may occur in cramped spaces such as crawlspaces, basements, and attics; on ladders to inspect roofs; in building with unsound structural systems including work in fire-damaged buildings; and during inclement weather and weather conditions (snow, ice, rain, heat, and humidity).

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