



Code: 2152
Family: Construction, Maintenance, and Skill Labor
Service: Health and Welfare
Group: Inspectional
Series: Building Inspection

CLASS TITLE: CHIEF BUILDING/ CONSTRUCTION INSPECTOR

CHARACTERISTICS OF THE CLASS

Under direction, manages a work unit, directing and coordinating the inspection of buildings for structural, safety and sanitary conditions, the review of building plans and construction specifications and the inspection of new construction, rehabilitation and alteration projects for compliance with the municipal building code; and performs related duties as required.

ESSENTIAL DUTIES

- Prioritizes, schedules and assigns building inspections, building plan reviews and construction code compliance inspections to supervisors and their staff based on complexity, urgency and staff availability
- Interprets and explains complex building code provisions relating to new construction, rehabilitation and alteration projects
- Ensures plan reviews, inspection reports and citations approved by supervisors meet quality standards and comply with the provisions of the building code
- Consults with staff and contractors on complex plan reviews and code compliance inspections
- Reviews productivity reports prepared by supervisors and makes reassignments to ensure work is completed in a timely and efficient manner
- Directs the development and implementation of work methods and standards and coordinates staff training
- Completes staff performance appraisals and initiates and administers corrective or disciplinary action as required
- Directs the updating and maintenance of inspection reports, complaints and citations
- Directs the preparation of work reports on code enforcement activities
- Oversees special task force inspections
- May testify at administrative hearings as an expert witness on construction provisions of the building code
- Participates in streamlining departmental procedures, creating cost efficiencies and improving customer service
- Responds to atypical inquiries regarding inspections and building plan reviews

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

- Successful completion of a US Department of Labor registered building trade apprenticeship training program and journeyman status, plus at least four (4) years of journey level building trade experience including three years of supervisory experience, **or** eight years of skilled building construction or building inspection experience including three years of supervisory experience, **or** graduation from an accredited college or university with a Bachelor's degree in Architecture or construction related engineering including four years of related experience plus three years of supervisory experience, **or** an equivalent combination of training and experience.

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have permanent use of an automobile that is properly insured, including clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, tablet)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *carpentry and building construction theory and practices
- the requirements of the Municipal Building Code
- *building materials and their proper disposal
- * safety principals, methods, practices and procedures

Good knowledge of:

- the geography of the City
- *management principles, methods, practices and procedures

Other knowledge as required for successful performance in the Supervising Building/Construction Inspector

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
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *MANAGEMENT OF PERSONNEL RESOURCES – Motivate, develop, and direct people as they work and identify the best people for the job
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *INSTRUCTING - Teach others how to do something

Other skills as required for successful performance in the Supervising Building/Construction Inspector

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
- *MAKE SENSE OF INFORMATION – Quickly make sense of, combine, and organize information into meaningful patterns
- *RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong

Other abilities as required for successful performance in the Supervising Building/Construction Inspector

Other Work Requirements

- INITIATIVE – Demonstrate willingness to take on job challenges
- STAMINA – Demonstrate energy and stamina to accomplish work tasks
- DEPENDABILITY – Demonstrate reliability, responsibility and dependability, and fulfill obligations
- ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE – Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done

All employees of the City of Chicago 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 Resource
January, 2020