



Code: 2184
Family: Construction, Maintenance, and Skilled Labor
Service: Health and Welfare
Group: Inspectional
Series: Building Inspection

CLASS TITLE: VENTILATION AND FURNACE INSPECTOR

CHARACTERISTICS OF THE CLASS

Under supervision, reviews building plans/specifications and inspects heating and ventilation system installations in residential, commercial, and industrial buildings to ensure compliance with applicable provisions of the municipal building code and industry standards, and performs related duties as required

ESSENTIAL DUTIES

- Reviews building plans and construction specifications for warm air heating and mechanical ventilation systems submitted with building permit applications for compliance with the municipal building code
- Identifies materials and installation methods that are not in compliance with the municipal building code, explains code requirements, and recommends changes to bring plans into compliance
- Conducts field inspections to ensure that the installation and repair of heating and ventilation systems adhere to approved permit plans and construction specifications
- Ensures that proper materials are being used for new heating and ventilation systems and that furnaces, ventilation equipment, and ducts are properly anchored and supported
- Conducts annual inspections and observes testing of heating and ventilation equipment performance to ensure systems are operating properly, are in good repair, and provide adequate ventilation and heating
- Prepares inspection reports documenting findings
- Interprets and explains the warm air heating, mechanical, and natural ventilation requirements of the building code and code violations to contractors, tenants, and building owners
- Issues citations for heating and ventilation code violations found during inspections
- Conducts follow-up inspections to ensure that repairs have been made and that code violations have been corrected
- Testifies at administrative hearings regarding violations identified during inspections and corresponding citations issued
- Prepares work reports on inspection activities
- Inspects job sites for proper building permits
- Uses instruments to check air intake and exhaust systems for fumes, hazardous gases, and noxious odors
- Conducts air quality inspections in response to complaints of public nuisances and industrial hazards

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 sheet metal apprenticeship training program and journeyman status; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- 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 liability

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust
- Exposure to extreme temperatures
- Exposure to hazardous conditions (e.g., construction sites)
- Work performed above or below ground level
- Work performed using scaffolds and ladders

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves)
- Two-way radio

PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to climb staircases, ladders, and/or step stools
- Ability to access difficult to enter spaces (e.g., roofs, basements, tanks, field equipment, cramped quarters, etc.)
- Ability to tolerate heights while working

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

Moderate knowledge of:

- *principles, theory, methods, and procedures applicable to the layout, design, and installation of heating and ventilation systems

- *equipment, test instruments, and materials specific to heating and ventilation
- safety and code standards specific to heating and ventilation, including OSHA standards
- *use of safety equipment and protective gear

Some knowledge of:

- *mechanical and electronic systems related to heating and ventilation
- *repair, maintenance, and preventative maintenance procedures applicable to heating and ventilation
- applicable federal, state, and local laws, statutes, regulations, and guidelines
- applicable emergency operations
- geographical locations within the City and applicable facilities

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

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, taking 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
- *SYSTEMS ANALYSIS - Determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes
- *QUALITY CONTROL ANALYSIS - Conduct tests and inspections of products, services, or processes to evaluate quality or performance

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
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong

Other Work Requirements

- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
 - 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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CLASS TITLE: VENTILATION AND FURNACE INSPECTOR

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
(Valtera Corporation)

Date: June, 2010