



Code: 2235
Family: Construction, Maintenance, and Skilled Labor
Service: Health and Welfare
Group: Inspectional
Series: Plumbing Inspection

CLASS TITLE: ASSISTANT CHIEF PLUMBING INSPECTOR

CHARACTERISTICS OF THE CLASS

Under direction, assists in directing and coordinating Plumbing Inspectors In-Charge and their staff engaged in reviewing building plans/plumbing specifications and inspecting plumbing systems to ensure water service pipe installations and connections are in compliance with the plumbing provisions and sanitation requirements of the municipal building code, and performs related duties as required

ESSENTIAL DUTIES

- Assists in prioritizing, scheduling, and assigning building plan reviews and plumbing inspections to supervisors and their staff based on complexity, urgency, and staff availability
- Interprets and explains complex plumbing provisions of the municipal building code to contractors, building owners, and staff
- Examines plan reviews, inspection reports, and citations approved by supervisors for completeness and appropriateness
- Consults with staff and contractors on complex plan reviews and code compliance inspections
- Reviews productivity reports and assists in making reassignments to ensure work is completed in a timely and efficient manner
- Participates in the development and implementation of work methods and standards for conducting building plan reviews and code enforcement inspections
- Coordinates and participates in conducting staff training on inspection and plan review procedures
- Completes performance appraisals for supervisory level staff and initiates and administers corrective or disciplinary action as required
- Oversees the updating and maintenance of inspection reports, complaints, and citations
- Supervises the preparation of work reports on code enforcement activities
- Participates in overseeing special task force inspections
- Testifies at administrative hearings as an expert witness on the plumbing provisions of the municipal building code
- Participates in streamlining departmental procedures, creating cost efficiencies, and improving customer service
- Responds to atypical inquiries regarding inspections and building plan reviews
- Review plumbing products for code compliance

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**

- At least seven (7) years as a licensed Plumber in the State of Illinois, plus four (4) years of plumbing inspection work experience, of which two (2) years is in a supervisory role related to the responsibilities of the position.

Licensure, Certification, or Other Qualifications

- A valid plumber's license issued by either the State of Illinois or the City of Chicago is required
- Valid certification as a Plumbing Inspector by Illinois Department of Public Health is required at the time of hire
- Must obtain and maintain a license issued by the Illinois Environmental Protection Agency as a Cross-Connection Control Device Inspector within six months of hire
- 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 fumes or dust, oily or wet environment
- Exposure to hazardous conditions (e.g., construction sites)
- Work performed above or below ground level

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)
- Cameras and related photography equipment
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves)
- Measuring equipment, locating (e.g., trace water lines) equipment, two-way radio

PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended or continuous periods of time
- Ability to climb staircases, ladders, and/or step stools
- Ability to access multi-level structures and other spaces (e.g., roofs, basements, tanks, field equipment, cramped quarters)

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

Advanced knowledge of:

- *plumbing principles, theory, methods, and procedures
- *plumbing repair and maintenance procedures
- *use of safety equipment and protective gear

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- *plumbing safety and code standards (e.g., plumbing and sanitation requirements for water-waste, water distribution, drainage and vent systems, OSHA standards)
- *plumbing equipment and properties and characteristics of plumbing materials

Moderate knowledge of:

- *supervisory principles, methods, practices and procedures

Some knowledge of:

- 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 Plumbing Inspector In-Charge 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, 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
- 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
- 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 Plumbing Inspector In-Charge 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
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other abilities as required for successful performance in the Plumbing Inspector In-Charge class

Other Work Requirements

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- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- 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

Other characteristics as required for successful performance in the Plumbing Inspector In-Charge 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

January, 2012

Minimum Qualifications updated: June, 2016