



Code: 2237
Family: Construction, Maintenance, and Skilled Labor
Service: Health and Welfare
Group: Inspectional
Series: Plumbing Inspection

CLASS TITLE: CHIEF PLUMBING INSPECTOR

CHARACTERISTICS OF THE CLASS

Under direction, manages a work unit, directing and coordinating the review of building plans/plumbing specifications and the inspection of 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

- Prioritizes, schedules, and assigns 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
- Ensures that plan reviews, inspection reports, and citations approved by supervisors meet quality standards and comply with the plumbing provisions of the municipal building code
- Consults with staff and contractors on complex plan reviews and code compliance inspections
- Reviews productivity reports and makes reassignments to ensure work is completed in a timely and efficient manner
- Directs the development and implementation of work methods and standards for conducting building plan reviews and code enforcement inspections
- Coordinates staff training on work and safety procedures, code interpretation, and report preparation
- Oversees the preparation of and completes staff performance appraisals and initiates and administers corrective or disciplinary action as required
- Directs the update and maintenance of inspection reports, complaints, and citations
- Directs the preparation of work reports on code enforcement activities
- Oversees 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

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 five (5) years of plumbing inspection work experience, of which three (3) 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 the 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

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)
- Two-way radio

PHYSICAL REQUIREMENTS

- No specific requirements

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

Comprehensive knowledge of:

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

Considerable knowledge of:

- *management and supervisory principles, methods, practices and procedures

Moderate knowledge of:

- *applicable federal, state, and local laws, regulations, and guidelines

Some knowledge of:

- personal computer operations and applicable software (e.g., Microsoft Office Suite)
- geographical locations within the City and applicable facilities

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

Other knowledge as required for successful performance in the Assistant Chief Plumbing Inspector class

Skills

- 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
- 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
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

Other skills as required for successful performance in the Assistant Chief Plumbing Inspector 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
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other abilities as required for successful performance in the Assistant Chief Plumbing Inspector class

Other Work Requirements

- 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
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Assistant Chief Plumbing Inspector 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