



**Code: 5156**  
Family: Construction, Maintenance, and Skilled Labor  
Service: Operation and Construction  
Group: Electrical and Mechanical  
Series: Electrical Inspection

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## **CLASS TITLE: CHIEF OF ELECTRICAL INSPECTORS**

### **CHARACTERISTICS OF THE CLASS**

Under direction, manages a work unit, directing and coordinating the review of building plans and specifications and the inspection of electrical systems to ensure compliance with electrical provisions of the municipal building code, and performs related duties as required

### **ESSENTIAL DUTIES**

- Prioritizes, schedules and assigns building plan reviews and electrical inspections to supervisors and their staff based on complexity, urgency and staff availability
- Interprets and explains complex electrical provisions of the municipal building code to contractors, building owners and staff
- Ensures plan reviews, inspection reports and citations approved by supervisors meet quality standards and comply with the electrical provisions of the municipal 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 for building plan reviews and code enforcement inspections
- Coordinates staff training on inspection and plan review procedures
- Oversees the preparation of and completes staff performance appraisals and initiates and administers corrective or disciplinary action as needed
- Directs the updating and maintenance of inspection reports, complaints and citations; approves purchase requisitions for inspection equipment and supplies
- Directs the preparation or work reports on code enforcement activities
- Testifies at Circuit Court as an expert witness on the electrical provision of the municipal building code
- Participates in streamlining departmental procedures, creating cost efficiencies and improving customer service
- Responds to atypical inquiries regarding inspections and other building plan reviews
- Checks building plan reviews and inspection reports prepared by staff to ensure the completeness and accuracy of findings and the appropriateness of citations issued

**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 electrical mechanic apprenticeship training program and journeyman status, plus five (5) years of electrical inspection work experience, of which three (3) years is in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training, and experience

**Licensure, Certification, or Other Qualifications**

- A valid Supervising Electrician's license issued by the City of Chicago is required
- 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

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Communications equipment (e.g., two-way radio, dispatch equipment)

**PHYSICAL REQUIREMENTS**

- None

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

Considerable knowledge of:

- \*equipment and materials specific to the electrical trade
- \*applicable safety and code standards specific to the electrical trade (e.g., electrical provisions of the municipal building code, OSHA standards)

Moderate knowledge of:

- \*applicable test instruments
- \*repair, maintenance, and preventative maintenance methods, practices, and procedures applicable to the electrical trade
- use of safety equipment and protective gear
- applicable federal, state, and local laws, regulations, and guidelines
- geographical locations within the City and applicable facilities
- supervisory principles, methods, practices, and procedures

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

Other knowledge as required for successful performance in the Supervisor of Electrical 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

**CLASS TITLE: CHIEF OF ELECTRICAL INSPECTORS**

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- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- \*INSTRUCTING - Teach others how to do something
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Supervisor of Electrical 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

Other abilities required for successful performance in the Supervisor of Electrical Inspector class

**Other Work Requirements**

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Supervisor of Electrical Inspector class

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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.

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City of Chicago  
Department of Human Resources

April, 2014

(min quals updated: December 2022)