



Code: 2101
Family: Construction, Maintenance, and Skilled Labor
Service: Health and Welfare
Group: Inspectional
Series: Building Inspection

CLASS TITLE: CHIEF BOILER INSPECTOR

CHARACTERISTICS OF THE CLASS

Under direction, manages a work unit, directing and coordinating the inspection and testing of boiler systems to ensure boilers and water and steam pipe connections are in compliance with applicable provisions of the municipal building code and industry standards, and performs related duties as required

ESSENTIAL DUTIES

- Prioritizes, schedules, and assigns inspections of boilers and unfired pressure vessels to supervisors and their staff based on complexity, urgency, and staff availability
- Interprets and explains complex provisions of the building code to contractors, building owners, and staff
- Ensures inspection reports and citations approved by supervisors meet quality standards and comply with building code provisions pertaining to boilers
- Consults with staff and contractors on complex code compliance inspections
- Contacts utility companies to request gas shut-offs for suspected or confirmed carbon monoxide conditions
- Plans and directs special investigations concerning boiler explosions and other malfunctions affecting public safety
- Reviews specifications for the installation of new boilers and unfired pressure vessel units to ensure conformance with approved permits
- 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 code enforcement inspections
- Coordinates staff training on inspections and plan review procedures
- 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 boiler inspections and applicable building code provisions
- Participates in streamlining departmental procedures, creating cost efficiencies, and improving customer service
- Responds to atypical inquiries regarding inspections

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 boiler maker apprenticeship training program and journeyman status, plus five years of journey-level boiler inspection work experience, of which three 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 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)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Communication equipment (e.g., two-way radio, dispatch communications equipment, multi-channel communication system)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Advanced knowledge of:

- *principles, theory, methods, and procedures applicable to the boiler maker trade
- *safety and code standards specific to boiler inspection (e.g., Municipal Building Code, American Society of Mechanical Engineers Boiler and Pressure Vessel Code, OSHA standards)
- use of safety equipment and protective gear

Considerable knowledge of:

- *repair, maintenance, and preventative maintenance procedures applicable to the boiler maker trade
- administrative methods and practices applicable to boiler inspections
- *hand and power tools and test instruments required for boiler inspections

Moderate knowledge of:

- *supervisory and management methods, practices, and procedures
- programming and electronics used in the operation of computer-controlled tools
- applicable computer software packages and applications

Some knowledge of:

- applicable emergency operations

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

Other knowledge as required for successful performance in the Supervising Boiler 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
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *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
- *PERSUASION - Persuade others to change their minds or behavior
- *JUDGMENT 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 Supervising Boiler 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
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Supervising Boiler 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
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Supervising Boiler 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
(Valtera Corporation)

Date: June, 2010