

Code: 2139
Health and Welfare Service
Inspectional Group
Building Inspection Series

CLASS TITLE: Chief Elevator Inspector

CHARACTERISTICS OF THE CLASS: Under direction, manages a work unit, directing and coordinating the review of building plans/elevator specifications and inspections of moving conveyance systems to ensure compliance with elevator provisions and safety requirements of the municipal building code; and performs related duties as required.

ESSENTIAL DUTIES: Prioritizes, schedules and assigns building plan reviews and inspections of elevators, escalators and other moving conveyance systems to supervisors and their staff based on complexity, urgency and staff availability; interprets and explains complex elevator 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 elevator provisions of the municipal building code; consults with staff and contractors on complex plan reviews and code compliance inspections; directs staff responsible for conducting semi-annual elevator and complaint inspections prior to the issuance of a certificate of inspection; 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 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; directs the preparation of work reports on code enforcement activities.

RELATED DUTIES: Oversees special task force inspections; testifies at administrative hearings as an expert witness on elevator 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.

MINIMUM QUALIFICATIONS:

Training and Experience. Successful completion of a US Department of Labor registered elevator construction mechanic apprenticeship training program and journeyman status, supplemented by five years of progressively responsible journey level experience in the

Code: 2139
Health and Welfare Service
Inspectional Group
Building Inspection Series

CLASS TITLE: Chief Elevator Inspector (Cont'd)

installation, repair, maintenance or inspection of elevators including three years of supervisory experience, or an equivalent combination of

training and experience.

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.

Knowledge, Abilities and Skill. Considerable knowledge of elevator mechanics and construction theory and practices. Considerable knowledge of the municipal building code's elevator and safety requirements for moving conveyance systems. Considerable knowledge of elevator equipment and components used in moving conveyance systems. Good knowledge of safety practices and procedures. Good knowledge of managerial methods and practices.

Ability to manage a work unit. Ability to deal effectively with contractors, building owners and elected officials. Ability to manage special task force inspections.

Considerable skill in reading and interpreting building plans, blueprints and construction specifications. Good supervisory and management skills. Good skill in resolving complex elevator code compliance problems. Good skill in establishing and enforcing work and safety procedures. Good human relations skills. Good oral and written communication skills. Skill equivalent to that of a journeyman elevator mechanic. Skill in preparing management and technical reports.

Working Conditions. General Office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

November, 2004
City of Chicago
Department of Personnel