



Code: 2147
Family: Construction, Maintenance, and Skilled Labor
Service: Health and Welfare
Group: Inspectional
Series: Building Inspection

CLASS TITLE: SUPERVISING HOUSE DRAIN INSPECTOR

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises House Drain Inspectors engaged in inspecting house drains that carry sewage and/or surface water from a single property to the main sewer in the public way in response to complaints, requests for inspection for repairs or new construction done under permit, or as part of the City of Chicago's Private Drain Program; and performs related duties as required

ESSENTIAL DUTIES

- Assigns, prioritizes and reviews the work of staff, assigning inspections of sewer and house drain structures in private residences in response to complaints or service requests from homeowners reporting water in basement, collapsed streets or parkways and other signs of sewer or water problems
- Reviews reports of House Drain Inspectors summarizing findings including investigation and inspections conducted to find evidence of broken pipe connections, dye tests conducted for sewer leaks, and identification of non-permitted work by contractors
- Establishes and enforces works standards and procedures for the conduct of house drain inspections, the preparation and completion of inspection reports and the issuance of violation citations
- Performs administrative functions for the unit, including preparing and maintaining work records, reviewing and approving inspection reports and citations issued, approving time off requests, conducting performance evaluations and enforcing disciplinary actions
- Assists House Drain Inspectors with more complex inspections and in explaining sewer permit and municipal code requirements relating to sewer and house drain repair and installation
- Provides information to homeowners regarding the Private Drain Program and the homeowner's responsibilities for house drain repairs on private property
- Provides training to staff on inspection procedures, sewer permitting requirements and construction methods relating to the cleaning, repair and installation of house drain systems
- Provides safety instruction to staff to minimize employee accidents and to promote a safe work environment; reviews accident reports
- Testifies at administrative hearings on notice of violations issued by staff , inspections conducted and municipal code requirements relating to sewer and house drains

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

- A combination of education, training and experience suitable to obtain a plumber's license as issued by the State of Illinois or the City of Chicago, plus two years of work experience inspecting sewer construction and repair work or conducting plumbing or house drain inspections
- A current Drainlayers License, Classification C, as issued by the City of Chicago is desirable

Licensure, Certification, or Other Qualifications

- A valid plumber's license issued by either the State of Illinois or 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
- Exposure to outdoor weather conditions
- Exposure to hazardous conditions (e.g., construction sites)

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)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves)
- Cameras and related video and photography equipment

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

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

Moderate knowledge of:

- *plumbing principles, theory, methods, and procedures
- *safety and code standards (e.g. plumbing and sanitation requirements for water-waste, sewer and drainage systems)
- *sewer construction or drain laying construction and work procedures
- applicable provisions of the municipal code relating to sewer permit requirements
- excavation and trenching safety work practices for drainage systems and laying drains
- use of safety equipment and protective gear

Some knowledge of:

- supervisory methods and practices
- personal computer operations and applicable software

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

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making

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- ACTIVE LISTENING - Give full attention to what other people are saying, take 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
- CUSTOMER SERVICE SKILLS – Interact and communicate with customers in a courteous and helpful manner, speaking distinctly, answering questions and resolving issues

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 Work Requirements

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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
February, 2013