



**Code: 2135**  
Family: Construction, Maintenance, and Skilled Labor  
Service: Health and Welfare  
Group: Inspectional  
Series: Building Inspection

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## **CLASS TITLE: COOLING PLANT INSPECTOR**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, reviews building plans/specifications and inspects air conditioning, refrigeration systems, and gas piping to ensure that equipment installations, repair, and maintenance are in compliance with requirements of the municipal building code and industry standards, and performs related duties as required

### **ESSENTIAL DUTIES**

- Reviews plans and specifications for air conditioning and refrigeration systems submitted with building permit applications for compliance with the municipal building code
- Identifies equipment and installation methods that are not in compliance with the municipal building code, explains code requirements, and recommends changes to bring plans into compliance
- Conducts field inspections to ensure that the installation or replacement of equipment adheres to approved permit plans and specifications
- Reviews test reports and witnesses operational tests of refrigeration systems and piping to ensure operation and to protect against leaks of refrigerant and other gases
- Inspects mechanical components of refrigeration systems compressors to ensure proper installation and safe operating performance of equipment
- Uses testing devices to measure and check the air flow and determine whether refrigeration systems sufficiently cool the desired space
- Enters field inspection data into computer systems
- Prepares inspection reports documenting findings
- Interprets and explains code violations and provisions of the municipal building code pertaining to cooling/refrigeration systems and gas piping, to contractors, residents, and building owners
- Issues citations for violations found during inspections
- Conducts follow-up inspections to ensure that repairs have been made and that code violations have been corrected
- Testifies at administrative hearings and court cases regarding violations identified during inspections and corresponding citations issued
- Prepares work reports on inspection activities
- Inspects job sites for proper building permits

**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 heating, ventilation and air conditioning apprenticeship training program and journeyman status; or an equivalent combination of education, training, and experience

**Licensure, Certification, or Other Qualifications**

- Certification as a Universal Technician as required by 40 CFR part 82 subpart F of the EPA
- 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 loud noise, fumes or dust, oily or wet environment
- Work performed in cramped or confined locations
- Work performed above or below ground level
- Work performed using scaffolds and ladders
- Exposure to hazardous conditions (e.g., construction sites)
- Exposure to extreme temperatures

**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)
- Hand tools (e.g., hammer, screwdriver, wrench, pliers)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves)
- Ladders
- Two-way radio

**PHYSICAL REQUIREMENTS**

- Ability to walk and stand for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools
- Ability to access difficult to enter spaces (e.g., roofs, basements, cramped quarters, etc.)
- Ability to operate applicable hand tools and equipment
- Ability to tolerate heights while working

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

**Knowledge**

Moderate knowledge of:

- \*principles, theory, methods, and procedures applicable to the heating, ventilation, air conditioning and refrigeration trade
- \*safety and code standards specific to heating, ventilation, air conditioning and refrigeration inspections, including OSHA standards

- \*properties and characteristics of equipment and materials used in heating, ventilation, air conditioning and refrigeration systems

Some knowledge of:

- repair and maintenance procedures applicable to air conditioning and refrigeration systems
- hand tools and test instruments specific to air conditioning inspections
- use of safety equipment and protective gear
- applicable emergency operations
- mechanical and electronic systems used in air conditioning and refrigeration systems

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

### **Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*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
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- \*JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- OPERATION MONITORING - Watch gauges, dials, or other indicators to make sure a machine is working properly

### **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
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong

### **Other Work Requirements**

- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- 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.

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City of Chicago  
Department of Human Resources  
July, 2017  
January, 2025 (*physical requirements updated*)