



Code: 2136
Family: Construction, Maintenance, and Skilled Labor
Service: Health and Welfare
Group: Inspectional
Series: Building Inspection

CLASS TITLE: SUPERVISING COOLING PLANT INSPECTOR

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises Cooling Plant Inspectors engaged in reviewing building plans/specifications and inspecting air conditioning, refrigeration systems, and gas piping to ensure that equipment installations, repair, and maintenance are in compliance with the requirements of the municipal building code and industry standards, and performs related duties as required

ESSENTIAL DUTIES

- Assigns building plan reviews and field inspections to staff to ensure compliance with the provisions of the municipal building code
- Checks building plan reviews and inspection reports prepared by staff to ensure the completeness and accuracy of findings and the appropriateness of citations issued
- Assists staff with complex or atypical plan reviews and code interpretations
- Makes field visits to ensure the quality, completeness, and timeliness of air conditioning, refrigeration and gas piping inspections
- Assists in performing complex inspections involving new installations and repairs
- Prepares reports documenting inspection findings and code violations noted
- Interprets and explains air conditioning and refrigeration provisions of the municipal building code to staff, contractors, and building owners
- Arranges operational tests by certified personnel to evaluate the operating performance of equipment
- Advises air conditioning and refrigeration contractors, general contractors, and/or building owners on measures for correcting code violations
- Assists in developing and implementing work methods and standards for inspecting air conditioning and refrigeration systems installations
- Trains staff in inspection and plan review procedures and evaluates their performance
- Testifies at administrative hearings and court cases as an expert witness on the air conditioning and refrigeration provisions of the municipal building code
- Prepares staff productivity reports
- Responds to inquiries and complaints regarding inspections, contractor licenses, and permits
- Enters data into computer systems

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, plus two (2) years of journey level heating, ventilation and air conditioning inspection work experience; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- Certification as a Universal technician as required by 40CFR 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 loud noise, fumes or dust, oily or wet environment
- Exposure to outdoor weather conditions
- 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, tanks, field equipment, cramped quarters)
- Ability to operate applicable hand tools and equipment
- Ability to tolerate heights while working

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable 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

Moderate knowledge of:

- use of safety equipment and protective gear
- applicable emergency operations
- *mechanical and electronic systems used in air conditioning and refrigeration systems

Some knowledge of:

- geographical locations within the City and applicable facilities
- supervisory methods, practices, and procedures

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

Other knowledge as required for successful performance in the Cooling Plant 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
- *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
- *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 Cooling Plant 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 as required for successful performance in the Cooling Plant 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

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- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Cooling Plant 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
July, 2017
January, 2025 (*physical requirements updated*)