



Code: 2151
Family: Construction, Maintenance, and Skill Labor
Service: Health and Welfare
Group: Inspectional
Series: Building Inspection

CLASS TITLE: SUPERVISING BUILDING/ CONSTRUCTION INSPECTOR

CHARACTERISTICS OF THE CLASS

Under general supervision, the class supervises staff engaged in inspecting the structural, safety and sanitary conditions of buildings, reviewing building plans and construction specifications for buildings under construction and inspecting new construction, re-habilitation and alteration projects for compliance with the municipal building code; and performs related duties as required.

ESSENTIAL DUTIES

- Prioritizes and makes inspection and plan review assignments
- Reviews completed building inspection reports to determine and initiate appropriate actions against property owners in violation of the building code violations for life safety
- Reviews completed plan reviews to ensure the completeness and accuracy of findings and to ensure that the structural, sanitary, life safety and lead hazard conditions are in compliance with the building code
- Assists staff with complex code interpretations
- Troubleshoots and assists in performing highly complex building and construction inspections and issues citations as required
- Monitors staff productivity and prepares status and progress reports of plan review, building code enforcement and inspection activities
- Interprets and explains applicable sections of the building code and its requirements to contractors, residents and building and property owners
- Identifies materials and installation methods not in compliance with building code requirements and recommends changes to bring plans into compliance
- Inspects building structures to ensure that the framing and construction adhere to approved permit plans and construction specifications
- Advises construction contractors and property owners on measures for correcting code violations
- Assists in developing and implementing work methods, standards and performance measures
- Trains staff on inspection procedures and evaluates their performance
- May testify at administrative hearings and in court as a subject matter expert on construction and building inspections
- Responds to complaints and inquiries regarding inspections, contractor licenses and 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 building trade apprenticeship training program and journeyman status, plus at least three (3) years of journey level building trade experience, **or** six years of skills building construction or building inspection experience, **or** graduation from an accredited college or university with a Bachelor's degree in Architecture or construction related engineering including two years of related experience, **or** an equivalent combination of training and experience.

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have permanent use of an automobile that is properly insured, including clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS

- Exposure to noisy, dusty or wet environments
- Exposure to outdoor inclement weather and extreme wind and temperature conditions
- Exposure to hazardous conditions (e.g., heavy machinery, extreme heights, construction sites)

EQUIPMENT

- Tape measure, flash light and personal safety equipment
- Standard office equipment (e.g., telephone, printer, photocopier, fax machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, tablet)

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 difficult to enter spaces (e.g., roofs, basements, cramped quarters)

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

Advanced knowledge of:

- *carpentry and building construction theory and practices
- the requirements of the municipal Building Code
- *building materials and their proper disposal
- *safety principals, methods, practices and procedures

Knowledge of:

- geographical locations within the City and applicable facilities
- supervisory methods and practices
- personal computer operations and applicable software

Other knowledge as required for successful performance in the Building/Construction Inspector

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, 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
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

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- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- INSTRUCTING - Teach others how to do something

Other skills as required for successful performance in the Building/Construction 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
- *MAKE SENSE OF INFORMATION – Quickly make sense of, combine, and organize information into meaningful patterns
- *RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong

Other abilities as required for successful performance in the Building/Construction Inspector class

Other Work Requirements

- INITIATIVE – Demonstrate willingness to take on job challenges
- STAMINA – Demonstrate energy and stamina to accomplish work tasks
- 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

All employees of the City of Chicago 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 Resource
January, 2020