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-hab 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; reviews completed plan reviews to ensure the completeness and accuracy of findings; assists staff with complex or atypical plan reviews and code interpretations; conducts field checks to assess the accuracy and quality of inspections performed by staff; 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; 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 in plan review and inspection procedures and evaluates their performance; testifies at administrative hearings and in court as a subject matter expert on construction and building inspections.

RELATED DUTIES: Responds to complaints and inquiries regarding inspections, contractor licenses and permits.

MINIMUM QUALIFICATIONS:

Training and Experience. Successful completion of a US Department of Labor registered building trade apprenticeship training program and journeyman status, supplemented by three years of progressively responsible journey level building trade experience; or six years of progressively responsible skilled building construction or 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.

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.
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Knowledge, Abilities and Skill. Good knowledge of carpentry and building construction theory and practices. Good knowledge of the requirements of the Municipal Building Code. Good knowledge of building materials and their proper disposal. Good knowledge of safety practices and procedures. Knowledge of the city’s geography. Some knowledge of supervisory methods and practices.

Ability to plan, assign and evaluate the work of staff. Ability and willingness to administer appropriate employee disciplinary action when necessary. Ability to deal effectively with contractors, building owners and elected officials. Ability to prepare productivity reports. Ability to resolve complex building code compliance problems. Ability to establish and enforce work and safety procedures. Ability to access work sites including roofs and basements to conduct inspections.

Good skill in reading and interpreting building plans, blueprints and construction specifications. Good inspection skills. Good human relations skills. Good oral and written communication skills.

Working Conditions. Exposure to noisy, dusty, or wet environments.

Equipment. Tape measure, flash light, hand tools and personal safety 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.