CLASS TITLE: Chief Building/Construction Inspector

CHARACTERISTICS OF THE CLASS: Under direction, manages a work unit, directing and coordinating the inspection of buildings for structural, safety and sanitary conditions, the review of building plans and construction specifications and the inspection of new construction, re-hab and alteration projects for compliance with the municipal building code; and performs related duties as required.

ESSENTIAL DUTIES: Prioritizes, schedules and assigns building inspections, building plan reviews and construction code compliance inspections to supervisors and their staff based on complexity, urgency and staff availability; interprets and explains complex building code provisions relating to new construction, re-hab and alteration projects; ensures plan reviews, inspection reports and citations approved by supervisors meet quality standards and comply with the provisions of the building code; consults with staff and contractors on complex plan reviews and code compliance inspections; reviews productivity reports prepared by supervisors and makes reassignments to ensure work is completed in a timely and efficient manner; directs the development and implementation of work methods and standards and coordinates staff training on same; completes staff performance appraisals and initiates and administers corrective or disciplinary action as needed; directs the updating and maintenance of inspection reports, complaints and citations; directs the preparation of work reports on code enforcement activities.

RELATED DUTIES: Oversees special task force inspections; testifies at administrative hearings as an expert witness on construction provisions of the building code; participates in streamlining departmental procedures, creating cost efficiencies and improving customer service; responds to atypical inquiries regarding inspections and building plan reviews.

MINIMUM QUALIFICATIONS:

Training and Experience. Successful completion of a US Department of Labor registered building trade apprenticeship training program and journeyman status, supplemented by four years of progressively responsible journey level building trade experience including two years of supervisory experience, or eight years of progressively responsible skilled building construction or inspection experience including two years of supervisory experience, or graduation from an accredited college or university with a Bachelor’s degree in Architecture or construction related engineering including four years of related experience plus two years of supervisory experience, or an equivalent combination of training and experience.
CLASS TITLE: Chief Building/Construction Inspector (Cont’d)

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.

Knowledge, Abilities and Skill. Considerable knowledge of carpentry and building construction theory and practices. Considerable knowledge of the requirements of the municipal building code. Considerable knowledge of building materials and their proper disposal. Good knowledge of safety practices and procedures. Good knowledge of managerial methods and practices.

Ability to manage a work unit. Ability to deal effectively with contractors, building owners and elected officials. Ability to manages special task force inspections.

Considerable skill in reading and interpreting building plans, blueprints and construction specifications. Good supervisory and management skills. Good skill in resolving complex code compliance problems. Good skill in establishing and enforcing work and safety procedures. Good human relations skills. Good oral and written communication skills. Good inspection skills. Skill in preparing management and technical reports.

Working Conditions. General office environment.

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.

February, 2007
City of Chicago
Department of Human Resources