

CLASS TITLE: **Chief Ventilation and Mechanical Equipment Inspector**

CHARACTERISTICS OF THE CLASS: Under direction, manages a work unit, directing and coordinating the review of building plans/specifications and inspections of heating and ventilation systems to ensure compliance with applicable provisions of the municipal building code and industry standards; and performs related duties as required.

ESSENTIAL DUTIES: Prioritizes, schedules and assigns building plan reviews and heating and ventilation inspections to supervisors and their staff based on complexity, urgency and staff availability; interprets and explains complex heating and ventilation provisions of the municipal building code to contractors, building owners and staff; ensures plan reviews, inspection reports and citations approved by supervisors meet quality standards and comply with the heating and ventilation provisions of the municipal building code; consults with staff and contractors on complex plan reviews and code compliance inspections; reviews productivity reports and makes reassignments to ensure work is completed in a timely and efficient manner; directs the development and implementation of work methods and standards for conducting building plan reviews and code enforcement inspections; coordinates staff training on inspection and plan review procedures; oversees the preparation of and 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 the heating and ventilation provisions of the municipal 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 sheet metal apprenticeship training program and journeyman status, supplemented by five years of progressively responsible journey level heating and ventilation inspection including three years of supervisory 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

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(Cont'd)**

liability.

Knowledge, Abilities and Skill. Considerable knowledge of the principles and methods governing the layout, design and installation of heating and ventilation systems. Considerable knowledge of municipal building code's requirements relating natural ventilation and the installation, repair and operating condition of warm air heating and mechanical ventilation systems. Considerable knowledge of heating and ventilation equipment. 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 manage 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. Skill equivalent to that of a journeyman sheet metal worker. 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.

November, 2004
City of Chicago
Department of Personnel