



Code: 5153
Family: Construction, Maintenance, and Skilled Labor
Service: Operation and Construction
Group: Electrical and Mechanical
Series: Electrical Inspection

CLASS TITLE: SUPERVISOR OF ELECTRICAL INSPECTORS

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises Electrical Inspectors engaged in reviewing building plans and specifications and inspecting electrical systems to ensure compliance with electrical provisions of the municipal building code, and performs related duties as required

ESSENTIAL DUTIES

- Assigns building plan reviews and field inspections to staff to ensure compliance with the electrical 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 electrical inspections
- Assists in performing complex electrical inspections
- Prepares reports documenting inspection findings and code violations noted
- Interprets and explains electrical provisions of the building code to staff, contractors, and building owners
- Issues citations for electrical code violations observed during inspections
- Advises electrical contractors and property owners on measures for correcting code violations
- Assists in developing and implementing work methods and standards for inspecting electrical systems installations and repairs
- Trains staff in inspection and plan review procedures and evaluates their performance
- Testifies at administrative hearings as an expert witness on the electrical provisions of the municipal building code
- Prepares staff productivity reports
- Responds to inquiries regarding complaint 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 electrical mechanic apprenticeship training program and journeyman status, plus two years of electrical inspection work experience; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- 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 outdoor weather conditions
- Exposure to loud noise, fumes or dust
- Exposure to hazardous conditions (e.g., construction sites)

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, modems)
- Cameras and related photography equipment
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Communications equipment (e.g., two-way radio, dispatch equipment)

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended or continuous periods of time
- 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 tolerate heights while working

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

Considerable knowledge of:

- *equipment and materials specific to the electrical trade
- *applicable safety and code standards specific to the electrical trade (e.g., electrical provisions of the municipal building code, OSHA standards)

Moderate knowledge of:

- *applicable test instruments
- *repair, maintenance, and preventative maintenance methods, practices, and procedures applicable to the electrical trade
- use of safety equipment and protective gear

Some knowledge of:

- applicable federal, state, and local laws, regulations, and guidelines
- geographical locations within the City and applicable facilities
- supervisory principles, 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 Electrical 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
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *INSTRUCTING - Teach others how to do something
- *JUDGEMENT 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 Electrical 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 required for successful performance in the Electrical 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
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Electrical 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.

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City of Chicago
Department of Human Resources
(Valtera Corporation)

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