

CLASS TITLE: **Chief Construction Equipment Inspector**

CHARACTERISTICS OF THE CLASS: Under direction, manages a work unit, directing and coordinating the inspections of heavy construction equipment for safe operating condition and compliance with applicable provisions of the municipal building code to ensure the public safety; and performs related duties as required.

ESSENTIAL DUTIES: Prioritizes, schedules and assigns construction equipment inspections to staff based on complexity, urgency and staff availability; interprets and explains complex provisions of the municipal building code pertaining to the erection and safe operating condition of construction equipment to contractors and engineers; ensures inspection reports and citations meet quality standards and comply with applicable provisions of the building code; consults with staff and contractors on complex code compliance inspections; reviews productivity reports and makes reassignments to ensure work is completed in a timely and efficient manner; develops and implements work methods and standards for conducting code enforcement inspections; coordinates staff training on inspection 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; testifies at administrative hearings as an expert witness on applicable provisions of the building code pertaining to the erection and safe operating condition of construction equipment; directs the preparation of work reports on code enforcement activities.

RELATED DUTIES: Oversees special task force inspections; participates in streamlining departmental procedures, creating cost efficiencies and improving customer service; responds to atypical inquiries regarding inspections.

MINIMUM QUALIFICATIONS:

Training and Experience. A valid Crane Operator's license as issued by the City of Chicago supplemented by five years of progressively responsible construction equipment experience, or an equivalent combination of training and experience, provided that the license requirement is met.

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.

CLASS TITLE: **Chief Construction Equipment Inspector (Cont'd)**

Knowledge, Abilities and Skill. Considerable knowledge of

construction equipment operation and safety theory and practices. Considerable knowledge of the municipal building code's safety requirements for the operation and maintenance of construction 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, engineers and elected officials. Ability to manage special task force inspections.

Good supervisory and management skills. Good skill in resolving complex construction equipment inspection 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 journeymen Hoisting Engineer. 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 and possible, there may be other duties which are essential to particular positions within the class.

March, 2004  
City of Chicago  
Department of Personnel