



Code: 8316

Family: Construction, Maintenance, and Skilled Labor
Service: Operation and Construction
Group: Street, Water, Sewer, and Disposal
Series: Water and Sewer Maintenance and Construction

CLASS TITLE: CHIEF MASON INSPECTOR

CHARACTERISTICS OF THE CLASS

Under direction, supervises and directs Mason Inspectors engaged in the inspection of sewer construction projects, and performs related duties as required

ESSENTIAL DUTIES

- Plans, assigns, and reviews the work of subordinate personnel engaged in the inspection of sewer construction projects
- Develops and implements sewer inspection policies and procedures to ensure sewer construction is in conformance with established specifications and municipal codes
- Supervises the inspection of work-in-progress for adherence to departmental methods and procedures
- Coordinates the training of Mason Inspectors in new or modified work methods and practices
- Reviews and approves work activity reports
- Prepares summary reports as required
- Performs various physical tasks related to the duties of the position

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 bricklayer apprenticeship training program and journeyman status, plus two years of masonry 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
- Work performed above or below ground level
- Exposure to hazardous conditions (e.g., construction sites, heavy machinery)

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)
- Measuring tools (e.g., tape measure, ruler, calipers, measuring wheel)
- Two-way radio

PHYSICAL REQUIREMENTS

- Some lifting (up to 25 pounds) is required
- Ability to walk and stand for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to climb staircases, ladders, and/or step stools

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *masonry and sewer repair and maintenance principles, theory, methods, and procedures
- *masonry equipment (e.g., trowels, floaters, screeds)
- *properties and characteristics of masonry materials
- *use of sewer system equipment and materials
- *use of safety equipment and protective gear
- *sewer construction safety and code standards

Moderate knowledge of:

- *applicable federal, state, and local laws, regulations, and guidelines
- *excavation and backfilling methods, practices, and procedures

Some knowledge of:

- supervisory methods, practices, and procedures
- geographical locations within the City and applicable facilities

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Mason 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
- 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

- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *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 Mason 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
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Mason Inspector class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Mason 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.

City of Chicago
Department of Human Resources
(Valtera Corporation)

Date: June, 2010