



Code: 2120
Family: Legal and Regulatory
Service: Health and Welfare
Group: Inspectional
Series: Building Inspection

CLASS TITLE: MANAGER OF REGULATORY REVIEW

CHARACTERISTICS OF THE CLASS

Under direction, directs the ongoing comprehensive review, updating, and rewriting of the Chicago Building Code to bring the code's provisions more closely in line with current construction standards, and performs related duties as required

ESSENTIAL DUTIES

- Directs the work of professional staff engaged in meeting with industry professionals and various committees of subject matter experts to review, update, and overhaul all sections/chapters of the Building Code, including life safety, mechanical, electrical, and structural
- Reviews proposed revisions to the Building Code and recommends additions and changes that conform to nationally recognized construction requirements, are consistent with the City's building standards, and are adaptable to advances in building technology
- Oversees the preparation of technical and administrative reports related to the overhaul of the Building Code
- Oversees the audit review of plans approved by internal and external plan examiners
- Oversees the researching of other cities' building codes and information on new building technologies and construction materials for possible inclusion in the Chicago Building Code
- Advises departmental staff, developers, architects, and contractors on the interpretation and application of Building Code provisions
- Represents the department at technical seminars, conferences, and public meetings to provide information on the City's regulation of building construction through the provisions and requirements of the Building Code
- Attends City Council hearings to present amendments to the Chicago Building Code as required
- Assists with specialized inspections upon request (e.g., Law department, Commissioner)
- Assists with the development and implementation of new policies and procedures
- Assists in preparing and conducting staff training seminars on technical subjects
- Performs the duties of Emergency Duty Officer on rotating basis
- Assists with the management of the Trade Licensing Group

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

- Graduation from an accredited college or university with a Bachelor's degree in Architecture or construction-related Engineering or a directly related field, plus five years of professional architectural or engineering work experience, of which two years are in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- Registration as a Professional Architect (R.A.) or Professional Engineer (R.P.E.) in the State of Illinois is required

WORKING CONDITIONS

- General office environment

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)

PHYSICAL REQUIREMENTS

- No specific requirements

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

Considerable knowledge of:

- *building engineering, design, and construction
- *zoning inspection, classification, and related practices and procedures
- *applicable federal, state, and local laws, regulations, and guidelines

Some knowledge of:

- *permit and licensing applications, fees, and programs
- management and supervisory methods, practices, and procedures
- survey plats and deed restrictions
- project management methods, practices, and procedures
- *report preparation methods, practices, and procedures

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

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *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
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- * MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- INSTRUCTING - Teach others how to do something

- *SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

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
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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)
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