



**Code: 2104**  
Family: Construction, Maintenance, and Skilled Labor  
Service: Health and Welfare  
Group: Inspectional  
Series: Building Inspection

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## **CLASS TITLE: SUPERVISING BOILER INSPECTOR**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, supervises Boiler Inspectors engaged in inspecting and testing boiler systems to ensure boilers and water and steam pipe connections are in compliance with applicable provisions of the municipal building code and industry standards, and performs related duties as required

### **ESSENTIAL DUTIES**

- Assigns field inspections to staff to ensure that boiler systems and unfired pressure vessels being installed, repaired, or in operation comply with permit specifications, applicable provisions of the municipal building code, and industry standards
- Checks 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 building code interpretations
- Makes field visits to ensure the quality, completeness, and timeliness of inspections
- Assists in performing complex boiler inspections
- Contacts utility companies to request gas shut-offs for suspected and confirmed carbon monoxide conditions
- Interprets and explains building code provisions pertaining to boiler system installations, repairs, and operation to contractors, residents, and building owners
- Advises contractors and property owners on measures for correcting code violations
- Assists in developing and implementing work methods and standards for inspecting boiler system installations and repairs
- Trains staff in inspection procedures and evaluates their performance
- Testifies at administrative hearings as an expert witness on provisions of the municipal building code pertaining to the installation, repair, and safe operating condition of boilers
- Prepares staff productivity reports
- Responds to inquiries regarding complaint inspections and permits issued
- Supervises and participates in special task force inspections

**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 boiler maker apprenticeship training program and journeyman status, plus two years of journey-level boiler 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 loud noise, fumes or dust, oily or wet environment
- Exposure to extreme temperatures
- Exposure to hazardous conditions (e.g., high pressure, steam)
- Work performed in cramped or confined locations
- Work performed above or below ground level
- Work performed using scaffolds and ladders

**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)
- Communication equipment (e.g., two-way radio, dispatch communications equipment, multi-channel communication system)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves)
- Flashlight
- Carbon monoxide detectors and testing equipment

**PHYSICAL REQUIREMENTS**

- Ability to walk and stand for extended or continuous periods of time
- Ability to move one's hands and arms to grasp or manipulate objects
- 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:

- \*principles, theory, methods, and procedures applicable to the boiler maker trade
- \*safety and code standards specific to boiler inspection (e.g., Municipal Building Code, American Society of Mechanical Engineers Boiler and Pressure Vessel Code, OSHA standards)
- use of safety equipment and protective gear

Moderate knowledge of:

- \*repair, maintenance, and preventative maintenance procedures applicable to the boiler maker trade
- \*boiler mechanical and electronic systems

- geographical locations within the City and applicable facilities
- administrative methods and practices applicable to boiler inspections
- \*hand and power tools and test instruments required for boiler inspections

Some knowledge of:

- \*supervisory methods, practices, and procedures
- applicable computer software packages and applications

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

Other knowledge as required for successful performance in the Boiler Inspector class

### **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
- 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
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- \*OPERATION MONITORING - Watch gauges, dials, or other indicators to make sure a machine is working properly
- TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it

Other skills as required for successful performance in the Boiler 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
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

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

**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
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Boiler Inspector class

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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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