



Code: 2145
Family: Construction, Maintenance, and Skilled Labor
Service: Health and Welfare
Group: Inspectional
Series: Building Inspection

CLASS TITLE: DIRECTOR OF TECHNICAL INSPECTIONS

CHARACTERISTICS OF THE CLASS

Under direction, manages and directs the technical inspection functions of Boilers, Construction Equipment, Electrical, Elevators, Iron, New Construction, Plumbing, Refrigeration, Special Inspection Program, and Ventilation bureaus to ensure compliance with applicable provisions of the municipal building code, and performs related duties as required

ESSENTIAL DUTIES

- Directs the work of the technical bureaus Chiefs and/or Supervisors responsible for prioritizing, scheduling and assigning 311, permit and annual inspections
- Develops methods to effectively communicate technical inspections policies, expectations and tools to monitor and track municipal building code compliance
- Interprets the application of the municipal building codes to staff, contractors and building owners on matters of complex code compliance inspections
- Standardizes and coordinates improvements for the efficiency and delivery of inspectional services
- Reviews monthly reports and confers with managers and other senior staff to monitor and assess the quality and level of social service provided
- Administers operating budgets for individual technical inspection units
- Directs the selection, evaluation and development of division staff
- Prepares management reports and meets with executive level staff to review and discuss the status and policies affecting technical inspection activities
- Initiates and administers corrective and/or disciplinary action as needed
- Directs the development and implementation of work methods and standards for conducting code enforcement inspections
- Assists with the development and implementation of new inspection related policies and procedures
- Develops, coordinates and conducts training seminars on technical subjects
- Ensures technical trade inspectors maintain their respective trade licenses and certifications and that annual audits are conducted to verify compliance
- Conducts specialized inspections upon request (e.g., Law Department, Commissioner, Managing Deputy Commissioner)
- 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 requirement of the municipal building code

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 Construction Management, Architecture, construction related Engineering including but not limited to Civil, Structural, Electrical and Mechanical or directly related field, plus (5) five years of construction management, architectural or construction related engineering work experience, of which (3) three are in a supervisory role related to the responsibilities of the position **OR** (9) nine years work experience in the operation and administrative activities involving municipal building code inspections, of which (5) five years are in a supervisory role related to the responsibilities of the position

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 extreme temperatures

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, scanner)
- Computers and peripheral equipment (e.g., Personal computer, hand-held technology)

PHYSICAL REQUIREMENTS

- None

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, licensing applications, and fees
- program 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 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.

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City of Chicago
Department of Human Resources
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