



**Code: 2149**

Family: Construction, Maintenance, and Skill Labor  
Service: Health and Welfare  
Group: Inspectional  
Series: Building Inspection

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## **CLASS TITLE: ACCESSIBILITY INSPECTOR**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, the class will report to MOPD's Deputy Commissioner of Compliance. This class reviews building plans and construction specifications to ensure compliance with the accessibility sections in the construction provisions of the building code. This position inspects sites such as multifamily residential, commercial, new construction, and alteration projects for accessibility compliance; and performs related duties as required

### **ESSENTIAL DUTIES**

- Reviews building plans and specifications to ensure compliance with accessibility code requirements
- Recommends changes to bring facilities into compliance with accessibility code requirements
- Works with relevant city departments to develop accessibility assessment surveys for different building occupancies
- Inspects the interior and exterior of multifamily residential and commercial buildings to ensure compliance with accessibility code requirements
- Accompanies inspectors from the Department of Housing in the field to ensure dwelling units funded under the City of Chicago's affordable housing program continue to meet accessibility requirements
- Conducts accessibility surveys and assessments necessary to update and maintain the City's ADA Title II Transition Plan
- Conducts accessibility compliance surveys (i.e., photographing defects, taking measurements, using a level) of privately and publicly funded housing and commercial facilities
- Inspects structures to ensure compliance with appropriate ordinances, federal, local, state accessibility laws
- Documents survey findings and prepares reports
- Interprets and explains applicable sections of federal, state, and local accessibility code requirements to contractors, developers, and members of the public
- Stays abreast of applicable sections of federal, state, and local accessibility code requirements
- Responds to complaints and inquiries regarding inspections and permits
- Testifies at administrative hearings and in court regarding code violations and corresponding citations issued

**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, Construction Management, or Construction-related Engineering, PLUS at least three (3) years of work experience in conducting accessibility compliance inspections and surveys; or an equivalent combination of education, training and experience

#### **Licensure, Certification, or Other Qualifications**

- None

**WORKING CONDITIONS**

- Exposure to noisy, dusty or wet environments
- Exposure to outdoor inclement weather and extreme wind and temperature conditions
- Exposure to hazardous conditions (e.g., heavy machinery, extreme heights, construction sites)

**EQUIPMENT**

- Tape measure, flashlight, digital level, door pressure gauge and personal safety equipment
- Standard office equipment (e.g., telephone, printer, photocopier, fax machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

**PHYSICAL REQUIREMENTS**

- Ability to walk and stand for extended or continuous periods of time
- Ability to climb staircases, ladders, and/or step stools
- Ability to access multi-level structures and other difficult to enter spaces (e.g., roofs, basements)

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

Advanced knowledge of:

- \*accessibility compliance inspections and surveys
- \*equipment and materials specific to building construction and inspection
- \*principles, theories, methods, and procedures applicable to building construction and inspection
- \*accessibility requirements including the Americans with Disabilities Act (ADA)
- \*Section 504 of the Rehabilitation Act and the Uniform Federal Accessibility Standards (UFAS)
- \*Fair Housing Amendment Act requirements including the Fair Housing Act safe harbors
- \*Chicago Building Code and referenced standards ICC A117.1-2003 and ICC A117.1-2009
- safety and building code standards specific to building construction and inspection

Knowledge of:

- geographical locations within the City and applicable facilities

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, take 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
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- SERVICE ORIENTATION - Actively look for ways to help people

**Abilities**

- COMPREHEND INFORMATION – Understand information and ideas presented through effective communication methods
- COMMUNICATION – Communicate information and ideas through effective communication methods

- COMPREHEND WRITTEN INFORMATION – Read and understand information and ideas presented in writing
- RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong

**Other Work Requirements**

- INITIATIVE – Demonstrate willingness to take on job challenges
- STAMINA – Demonstrate energy and stamina to accomplish work tasks
- DEPENDABILITY – Demonstrate reliability, responsibility and dependability, and fulfill obligations
- ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
- CONCERN FOR OTHERS - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job

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All employees of the City of Chicago 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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