



Code: 2150

Family: Construction, Maintenance, and Skill Labor

Service: Health and Welfare

Group: Inspectional

Series: Building Inspection

CLASS TITLE: BUILDING/ CONSTRUCTION INSPECTOR

CHARACTERISTICS OF THE CLASS

Under general supervision, the class inspects the structural, safety and sanitary conditions of buildings, reviews building plans and construction specifications and inspects new construction, rehab and alteration projects for compliance with the construction provisions of the building code; and performs related duties as required.

ESSENTIAL DUTIES

- Inspects the interior and exterior of buildings to ensure that structural, sanitary, life safety and lead hazard conditions are in compliance with the building code
- Reviews and completes an inspection checklist of building code violations for life safety
- Re-inspects buildings prior to court proceedings to ascertain whether violations have been corrected
- Ensures that building owners possess proper permits for alterations to building structures
- Reviews building plans and specifications to ensure structural and foundational compliance with approved plans and permits issued
- Inspects building structures to ensure that the framing and construction adhere to approved permit plans and construction specifications
- Identifies materials and installation methods not in compliance with building code requirements and recommends changes to bring plans into compliance
- Inspects the structural integrity and safety of buildings that have sustained fire damage
- Interprets and explains applicable sections of the building code and its requirements to contractors, residents and building and property owners
- Responds to complaints and inquiries regarding inspections, contractor licenses and permits
- Testifies at administrative hearings and in court regarding code violations and corresponding citations issued
- Prepares inspection reports

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 building trade apprenticeship training program and journeyman status, plus at least two (2) years of journey level building trade experience, **or** five years of skilled building construction or building inspection experience, **or** graduation from an accredited college or university with a Bachelor's degree in Architecture or construction related engineering, **or** an equivalent combination of training and experience.

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have permanent use of an automobile that is properly insured, including clause specifically insuring the City of Chicago from accident liability

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, flash light 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, tablet)

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, cramped quarters)

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

Good knowledge of:

- *carpentry and building construction theory and practices
- the requirements of the municipal building code
- *building materials and their proper disposal
- *safety principals, methods, practices and procedures

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

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
- 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
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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.

City of Chicago
Department of Human Resources
January, 2020