

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840

Chicago IL 60602

Job Code: 1410
Job Title: Chief Inspector
Salary Grade: 22
Bureau: Economic Development
Department: Building and Zoning
Dept. Budget No. 160
Position I.D. 9502134
Shakman Exempt

Characteristics of the Position

General Overview

Coordinates and supervises all field inspections for the Department of Building and Zoning. Insures all involved parties are in compliance with the Cook County Building Codes and Zoning Ordinances. Supervises district field inspections and investigations involved in the application and enforcement of the Cook County Code and Zoning Ordinance. Reports to and confers with Commissioner of Building and Zoning relative to the management, organization and operation of the inspections unit.

Key Responsibilities and Duties

Assigns work to inspectors in district assigned and makes said assignments according to the nature of the workload and emergency requirements.

Instructs and advises on special problems.

Conducts meetings with field force to review work and assist with problems.

Serves as a liaison, in the resolution of problems and issues.

Manages the development of administrative standards regarding building inspections and the methods and procedures to support those standards.

Provides assistance and guidance to the Assistant Chief Inspector in directing assignments equitably and managing field inspectors.

Supervises field personnel in the assignments, investigations, general complaints and similar responsible matters that are incidental to field enforcement.

Manages and supervises the field office clerical assignments.

Performs routine patrol of areas, looking for deviations from codes and ordinances.

Appears for pre-trial and court proceedings when necessary.

Knowledge, Skills and Abilities

Extensive knowledge of all ordinances and regulations covering functions of the Department of Buildings.

Ability to ascertain compliance with laws, ordinances and regulations.

Ability to deal with personnel problems as they arise.

Ability to identify and make decisions based on requirements of Cook County Ordinances.

Ability to explain and interpret the regulations of the Zoning Ordinance.

Ability to communicate in writing in a concise and grammatically correct manner.

Ability to supervise, direct the activities and review the work of other clerical support staff, and inspectors.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree PLUS a minimum of three (3) years of experience **OR** an equivalent combination of professional work experience, training and experience.

Preferred Qualifications

Master's Degree.

Five (5) years' experience in Engineering; Architecture; Public Administration or Business Administration.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.