COUNTY OF COOK

Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code:	1410
Job Title:	Chief Building 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

Assists the Commissioner in developing Building Code provisions and making policy determinations in relation to the various code provisions impacting the Building and Zoning Department. Coordinates and supervises all building inspectors for the Department of Building and Zoning. Insures all involved parties are in compliance with the Cook County Building Code and Zoning Ordinance. Supervises district field inspections and investigations involved in the application and enforcement of the Cook County Building Code and Zoning Ordinance. Reports to and confers with the 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.

Assists the Commissioner in developing code provisions and making policy determinations in relation to the various code provisions impacting the Building and Zoning Department.

Instructs and advises on special problems.

Conducts meetings with field inspectors 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 to the Building Commissioner 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.

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 Building and Zoning

Ability to ascertain compliance with laws, ordinances and regulations.

Ability to tactfully 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 Cook County Zoning Ordinance.

Ability to professionally 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 in architecture or construction management PLUS a minimum of four (4) years of field experience in the construction or building industry **OR** an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in architecture or construction management.

Chicago Regional Council of Carpenters Union Member.

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

Physical Requirements

Medium Work

Medium Work involves exerting 20 to 50 pounds of force occasionally or 10 to 25 pounds of force frequently or an amount greater than negligible and up to 10 pounds constantly to lift, carry, push, pull, climb ladders or otherwise move objects.

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.

JC: 1410 Revised 05/12; 11/16/12; Physical Requirements added 8/2017; 3/6/18