



Career Service Authority

Chief Trades Inspector

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GENERAL STATEMENT OF CLASS DUTIES

Performs supervisory work over trades inspectors engaged in the enforcement and compliance of related codes within the Denver Building Code and Amendments related to the International Building Code and the International Residential Code.

DISTINGUISHING CHARACTERISTICS

This class supervises inspectors in the following trades: construction, electrical, plumbing, and mechanical. This class is distinguished from the Chief Inspector that performs supervisory work over non trades employees engaged in the enforcement and compliance of statutes, ordinances, laws, rules, and regulations. This class is distinguished from the Building Department Inspection Administrator that directs and supervises the operations of the trade inspection sections engaged in the enforcement and compliance of related codes within the Denver Building Code, Amendments, and other codes related to the specific trades area.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated objectives for the section, unit, function or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

Interpersonal Communications and Purpose:

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

Supervises two or more trades inspectors.

ESSENTIAL DUTIES

Supervises inspectors engaged in the enforcement of the Denver Building Code in the trades areas of construction, electrical, plumbing, and mechanical.

Consults with architects, engineers, contractors, departmental supervisors, and others to provide official building code interpretation and coordinates inspections and projects with other city agencies and/or state and federal agencies.

Serves on code committees and panels, originates amendments to code, and recommends adoption of standards.

Supervises the training of inspection personnel in technical inspection procedures and advises and assists subordinates with difficult technical inspections.

Keeps informed of new technical developments and trade practices and recommends improved inspection methods and amendments to existing code regulations.

Implements safety standards and develops procedures to ensure compliance.

Develops or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines standards for problem resolution.

Develops the performance enhancement plan, documents performance, provides performance feedback, and formally evaluates the work of employees.

Responds to formal and informal employee grievances and prepares written response.

Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Integrity/Honesty - Displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, chooses an ethical course of action, and is trustworthy.

Conscientiousness - Displays a high level of effort and commitment towards performing work and demonstrates responsible behavior.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Reading - Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

Listening - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Writing - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Flexibility - Adapts quickly to changes.

Speaking - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations and uses appropriate body language.

Memory - Recalls information that has been presented previously.

Reasoning - Discovers or selects rules, principles, or relationships between facts and other information.

Self-Management - Sets well-defined and realistic personal goals, monitors progress and is motivated to achieve, manages own time, and deals with stress effectively.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Decision Making - Specific goals and obstacles to achieving those goals, generates alternatives, considers risk, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Diversity - Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Conflict Management - Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Planning and Evaluating - Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.

Knowledge of the principles and practices of inspection work sufficient to be able to supervise inspectors who engage in the enforcement and compliance of related codes within the Denver Building Code and Amendments. Refers to specialized knowledge that is acquired through formal training or extensive on-the-job experience.

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to employees and others and to recognize and correct hazardous situations.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.

Physical Demands:

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Crouching: bending body downward and forward by bending legs.

Handling: seizing, holding, grasping, or otherwise working the hand(s).

Reaching: extending the hand(s) and arm(s) in any direction.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering an object from one level to another.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distances and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Working Environment:

Pressure due to multiple calls and inquiries.

Subject to long irregular hours.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Education Requirement:

Graduation from high school or the possession of a GED Certificate.

Experience Requirement:

Three years of experience working as an inspector in the specific trade area that corresponds with an opening.

Licensure and/or Certification:

Possession of a valid driver's license.

Completion of a Career Service Authority supervisory training course prior to completion of the probationary period.

Possession of specific trades licenses and/or certifications (listed below) at the time of application depending on the opening. License(s) and/or certifications must be maintained as a condition of continued employment:

Construction: (Must possess at least two of the listed certifications.)

International Code Council Certification as a Building Inspector.
International Code Council Certification as a Residential Combination Inspector.
International Code Council Certification as a Commercial Inspector.
International Code Council Certification as a General Contractor.
Supervisor Certificate – Construction A issued by the City and County of Denver.

Electrical:

Possession of a Master Electrician License issued by the State of Colorado.

Plumbing: (Must possess all three certifications.)

Possession of a valid Journeyman Plumber’s License issued by the State of Colorado at the time of application.

Possession of a Class A Fire Protection Supervisor Certificate issued by the City and County of Denver by the end of the probationary period.

Possession of a Fire Suppression System Inspector Certificate issued by the State of Colorado by the end of the probationary period.

Mechanical: (Must possess both certifications.)

Possession of a Supervisor-Certificate - Heating and Ventilation A issued by the City and County of Denver or the International Code Council.

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Possession of a Supervisor Certificate – Refrigeration A and a Supervisor Certificate – Steam and Hot Water issued by the City and County of Denver or the International Code Council.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 03/01/2005

REVISED DATE: 05/09/2010

REVISED BY: Patricia Anderson

CLASS HISTORY

3/2005 - The Chief Boiler and Refrigeration Inspector, Chief Construction Inspector, Chief Electrical Inspector, Chief Elevator Inspector, Chief Heating and Ventilation Inspector, Chief Plumbing Inspector, Chief Public Safety Inspector, and the Chief Roofing Inspector have all been consolidated into the Chief Trades Inspector.

5/2010 – The following statement was added to the Licensure and/or Certification Section: License(s) and/or certification(s) must be maintained as a condition of continued employment.