



Office of Human Resources
Chief Combination Inspector - CJ2499
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General Statement of Duties

Performs supervisory duties over Combination Inspectors who perform two or more technical inspections in the following trade disciplines: construction, electrical, mechanical, and/or plumbing and ensures compliance with applicable codes, regulations, and ordinances associated with each trades area.

Distinguishing Characteristics

This class performs supervisory duties over Combination Inspectors and other related staff. This class is distinguished from the Combination Inspector II class that performs technical combination inspections in three of the following disciplines: construction, electrical, mechanical, and/or plumbing and enforces compliance with applicable codes, regulations, and ordinances associated with each trades area. The Chief Combination Inspector class is also distinguished from the Combination Inspector I class that performs technical combination inspections in two of the following disciplines: construction, electrical, mechanical, and/or plumbing and enforces compliance with applicable codes, regulations, and ordinances associated with each trades area.

Level of Supervision Exercised

Supervises two or more Combination Inspectors and other related staff.

Essential Duties

Provides day to day leadership for Combination Inspectors who perform two or more technical trade inspections in the areas of construction, electrical, plumbing, construction, and/or mechanical and recommends process improvements and changes in practices and procedures to increase operating efficiency and expedite work flow.

Plans, assigns, and evaluates the work of inspectors, provides technical expertise to staff, and establishes unit and staff work goals and objectives.

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 goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

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.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned.

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.

Competencies

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

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

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

Knowledge of the principles and practices of inspection work sufficient to be able to monitor and enforce compliance. Refers to specialized knowledge that is acquired through formal training or extensive on-the-job experience.

Education Requirement

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

Experience Requirement

Three (3) years of inspection experience in three of the following inspection areas: structure building, electrical, plumbing, and mechanical. City and County of Combination Inspectors must successfully complete the agency's in-house Combination Inspector Training classes and on-the-job training and possess/obtain four of the certifications and/or licenses described in the Licensure and/or Certification Section of this class specification plus an ICC Plans Review Certification. This will qualify employees for the Chief Combination Inspector class. Please see agency specific training plan and requirements.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

This job requires driving. Requires a valid Driver's License at the time of application.

Requires one ICC Plan Review Certification (relevant to the specific opening).

Requires certification or licensure in at least four of the following areas:

- State of Colorado Electrical License or Master Electrician License
- State of Colorado Plumbing License or Master Plumbing License
- ICC Residential or Commercial Building Inspector
- ICC Residential or Commercial Mechanical Inspector
- ICC Residential or Commercial Plumbing Inspector
- ICC Residential or Commercial Energy Inspector/Plans Examiner
- CACEO Level 1 and Level 2
- Accessibility Inspector/Plans Examiner
- International Property Maintenance Code (IPMC)
- Other applicable certifications based on the needs of the department
- By position, possession of a Fire Suppression System Inspector Certificate issued by the State of Colorado by the end of the probationary period.

OR

- ICC Residential or Commercial Combination Inspector Certification

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.

Potential exposure to cement dust

Potential exposure to cold temperature, cold enough to cause bodily discomfort

Potential exposure to cold weather conditions (indoor/outdoor)

Potential exposure to conditions that affect the skin or respiratory system.

Potential exposure to dust

Potential exposure to extreme temperature changes

Potential exposure to hazardous/toxic chemicals

Potential exposure to hazards from electro/mechanical/power equipment.

Potential exposure to hazards of steam and heat

Potential exposure to heat temperatures, hot enough to cause bodily discomfort

Potential exposure to heat, wetness, outdoors, odors

Potential exposure to hot and humid work environment

Potential exposure to housekeeping/cleaning agents/chemicals.

Potential exposure to humid conditions with high moisture content to cause bodily reactions

Potential exposure to noise from barking dogs
 Potential exposure to odorous chemical and specimens
 Potential exposure to odors in animal areas
 Potential exposure to pesticides or fertilizers
 Potential exposure to temperature changes: variations in temperature from hot to cold
 Potential exposure to wet working conditions (cleaning kennels)
 Exposure due to soil, plants, and insects
 Extreme cold conditions
 Handles absentee replacement on short notice
 Handles emergency or crisis situations
 Noise sufficient to cause distraction or possible hearing loss
 Noise sufficient to cause distraction
 Occasional pressure due to multiple calls
 Personal Safety: aware of surroundings, people, and events
 Subject to electrical and radiant energy hazards
 Subject to hazards of flammable or explosive gases
 Subject to injury from moving parts of equipment or vehicles
 Subject to injury from moving parts of equipment.
 Subject to long irregular hours
 Subject to many interruptions
 Subject to precarious or high locations
 Subject to pressure for multiple calls, inquiries, and interruptions
 Subject to varying and unpredictable situations
 Subject to traffic, roadways, and pedestrians
 Temperature Changes: variations in temperature from hot to cold.
 Temperature Changes: variations in temperatures from hot to cold when works in field
 Wet: frequent contact with water or other liquid.
 Wet: frequent contact with water, liquid, chemicals, or sanitary sewage
 Works in confined, uncomfortable or awkward locations
 Works in precarious or high locations.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Agility: bends, stretches, twists, or reaches out with the body, arms, or legs.
 Balancing: maintaining body equilibrium to prevent falling over.
 Carrying: transporting an object; usually by hand, arm, or shoulder.
 Climbing/Balancing: Climbing walls, fences and other obstacles and balancing.
 Climbing: ascending or descending objects usually with hands and feet.
 Climbing: Ascending or descending objects
 Color vision: ability to distinguish and identify different colors.
 Crawling: Crawling in tight, cramped spaces to conduct inspections
 Crawling: moving about on hands and knees or hands and feet.
 Crouching: bending body downward and forward by bending legs.
 Depth Perception: ability to judge distances and space relationships.
 Endurance: Exert physical efforts to restrain animals for a substantial period.
 Eye/Hand/Foot Coordination: performing work through the use of two or more.
 Feeling: perceiving attributes of objects by means of skin receptors.

Feeling: perceiving attributes of objects by means of spoken word.

Field of Vision: ability to adjust vision to bring objects into focus.

Field of Vision: ability to see peripherally.

Fine Dexterity: Coordinate eye-hand to operate a vehicle, reach, hold, grasp and turn objects.

Fingering: picking, pinching, or otherwise working with fingers.

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

Handling: seizing, holding, grasping, or otherwise working with fingers.

Handling: Handle domesticated feral animals, wildlife, birds, reptiles, bats, etc.

Hazards: conditions where there is danger to life, body and/or health.

Hearing/Talking: Hear and determine direction of sound.

Hearing: perceiving the nature of sound by the ear.

Kneeling/Crouching: Kneel and crouch to conduct inspections

Kneeling: bending legs to come to rest on one or both knees.

Lifting/Carrying: Lift/carry wearing a utility belt weighing up to 10 pounds.

Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

Mathematical reasoning

Memorization

Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

Neck Flexion: Moving neck upward/downward.

Oral Comprehension

Physical Strength: exerts maximum muscle force to lift, push, pull, or carry objects and performs moderately laboring work.

Pulling: Exerting force upon an object so that it is moving to the person

Pushing: exerting force upon an object so that the object is moving away from the person.

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

Repetitive motions: Making frequent movements with a part of the body.

Sitting: In sitting position to write a report, operate a vehicle, and contact the public.

Sitting: remaining in the normal seated position.

Stamina: exerts oneself physically over long periods of time without tiring

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

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

Talking: Expressing or exchanging ideas by means of spoken words

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

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

Vision: To read signs, and reading colors.

Walking: moving about on foot on uneven surfaces.

Walking: moving about on foot.

Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

Licenses/Certification

Assessment Requirement

Labor and Trades Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-812

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: