



Office of Human Resources
Chief Trades Inspector - CJ2706
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General Statement of Duties

Performs supervisory work over trades inspectors engaged in the compliance and enforcement of City engineering standards and related codes within the Denver Building Code and related amendments within the International Building and International Residential Codes.

Distinguishing Characteristics

The Chief Trades Inspector supervises trades inspectors in the following trades: construction, electrical, plumbing, and mechanical.

The Chief Trades Inspector is distinguished from the Chief Inspector, which performs supervisory work over non-trades employees (City Inspector Series) engaged in the enforcement and compliance of statutes, ordinances, laws, rules, and regulations.

The Chief Trades Inspector class is distinguished from the Building Department Inspection Administrator, which manages and directs the operations of a trades 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.

Level of Supervision Exercised

Supervises two or more trades inspectors.

Essential Duties

Supervises trades inspectors engaged in the compliance and enforcement of City engineering standards and related codes within the Denver Building Code and related amendments within the International Building and International Residential Codes in the specific 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 departments, neighboring municipalities, and state and federal agencies.

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

Provides work instruction and assists employees with difficult or unusual assignments.

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

Conducts hiring interviews and selects candidates for job openings.

Resolves problems and mediates conflicts encountered during daily operations, and determines appropriate solutions.

Encourages regular communication and informs staff of relevant business issues.

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.

Develops and implements training plans and programs.

Develops and implements safety standards and ensure compliance.

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

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

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

Performs other related duties as assigned or requested.

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

Education & Experience Equivalency

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure & Certification

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

Possession of specific trades licenses and/or certifications (listed below) at the time of application depending on the opening.

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.

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.

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

Working Environment

Pressure due to multiple calls and inquiries.

Subject to long irregular hours.

Subject to many interruptions.

Subject to varying and unpredictable situations.
Work environment is mostly in an office; occasionally will conduct site visits.
Handles absentee replacement on short notice.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

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

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 objects weighing no more than 10 pounds, 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.

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-810

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: