



Office of Human Resources

Trades Inspector

General Statement of Duties

Performs specialized inspections in one of the following disciplines: plumbing, electrical, mechanical, or construction and enforces compliance with applicable codes and regulations associated with each trades area.

Distinguishing Characteristics

This class performs specialized inspections in one trades area. This class is distinguished from a 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. The Trades Inspector class is also distinguished from the Senior City Inspector class that performs full performance inspection work ensuring compliance with City standards and ordinances, enforces compliance, and issues citations, notices, orders, summons, and permits on projects involving public and private entities.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received & Quality Review

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised

None

Essential Duties

Performs complex on-site inspections in one of the following trade areas: electrical, construction, mechanical, and/or plumbing and enforces compliance of applicable structural, electrical, mechanical, and/or plumbing codes and regulations.

Examines plans and specifications to determine compliance with applicable codes, regulations, and ordinances and checks and enforces field conformance to approved plans and compliance to zoning regulations.

Determines compliance or non-compliance with code requirements and recommends appropriate corrections, enforcement, and/or compliance action to remedy the compliance issue(s).

Investigates complaints of code violations, recommends appropriate corrective and/or enforcement action which may include issuing "stop work" orders, summons, and/or canceling permits; and reinvestigates to verify code compliance.

Interprets and explains rules, regulations, ordinance, and standards to property owners, contractors, and the public.

Prepare written reports and maintains records of inspections performed.

Complies with standard safety rules and procedures common to the trade.

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 - 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.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

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

Self-Management – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

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.

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 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.

Skill in conducting investigations to ensure compliance with applicable rules, regulations, standards, and codes.

Education Requirement

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

Experience Requirement

Three (3) years of journey level experience in a specific trades area.

Education & Experience Equivalency

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

Licensure & Certification

By position, may require a Colorado Class "R" Driver's License by the completion of probation.

Possession of one of the following certifications or licenses by the end of the probationary period based on the needs of the agency/department.

Construction:

- 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.
- By position, requires other designated certifications by the end of the probationary period.

Electrical:

- Possession of a valid Journeyman Electrical License or Master Electrical License issued by the State of Colorado at the time of application.
- By position, requires other designated certifications by the end of the probationary period.

Mechanical:

- Possession of an International Code Council Certification as a Mechanical Inspector.
- Valid Journeyman Certificates in Heating and Ventilation and Refrigeration plus two of the following certificates – Steamfitter, Boilermaker, or Stationary Engineer either issued by the City and County of Denver or the International Code Council.
- By position, requires other designated certifications by the end of the probationary period.

Plumbing:

- Possession of a valid Journeyman Plumbing License or Master Plumbing License issued by the State of Colorado at the time of application.
- By position, possession of a Class A Fire Protection Supervisor Certificate issued by the City and County of Denver by the end of the probationary period.
- By position, possession of a Fire Suppression System Inspector Certificate issued by the State of Colorado by the end of the probationary period.
- By position, requires other designated certifications by the end of the probationary period.

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

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

FLSA Code: N

Management Level: 10

Established Date: 8/1/2018

Established By: Lori Schumann

Revised Date:

Revised By:

Class History: