

POSTING IS REQUIRED

Classification Notice No. 1342

To: Agency Heads and Employees
From: Christopher M.A. Lujan, Interim Director
Date: June 16, 2011
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding Trades Inspector (621-T), Combination Inspector I (622-T), Combination Inspector II (624-T) and Chief Combination Inspector (812-T). We are also deleting Construction Inspector, Electrical Inspector, Mechanical Inspector, Plumbing Inspector and Public Safety Inspector.

Community Planning and Development has been working for several years on developing trades inspection staff that can perform more than one trades inspection. This saves the agency both time and money. Instead of sending several inspectors out to the same location, the goal is to dispatch one inspector who has the needed licenses and/or certifications to inspect work in several trades areas at the same location. The agency has established an extensive training program to assist employees obtain the needed training and required licenses and/or certifications.

CSA has worked with CPD on this project and now the agency is ready for new classes that reflect this change. Therefore, CSA created 4 new classes, the Trades Inspector, Combination Inspector I, Combination Inspector II, and Chief Combination Inspector.

CSA is abolishing the individual trades inspection classes and combining the classes into the Trades Inspector class. The Trades Inspector class requires employees to have a license or certification in one trades area. The agency hopes that this class will eventually not be needed as inspectors will obtain additional licenses and/or certifications and fit into the combination inspector classes.

The Combination Inspector I class requires employees to possess two licenses and/or certifications in order to meet the minimum qualifications for this class. The Combination Inspector II class requires employees to possess three or more licenses and/or certifications to meet the minimum qualifications for this class. The Chief Combination Inspector class is a supervisory class and requires employees to possess four or more licenses and/or certifications.

NEW CLASSES

<u>Job Code:</u>	<u>Classification Title:</u>	<u>Pay Grade & Range</u>
CT2437	Trades Inspector	621-T (\$44,989 - \$65,666)
CT2438	Combination Inspector I	622-T (\$47,038 - \$68,660)
CT2439	Combination Inspector II	624-T (51,401 - \$75,035)
CT2440	Chief Combination Inspector	812-T (\$56,188 - \$89,652)

ABOLISHMENT

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
CT0104	Construction Inspector	621-T
CT0110	Electrical Inspector	621-T
CT1775	Mechanical Inspector	621-T
CT0165	Plumbing Inspector	621-T
CT0172	Public Safety Inspector	621-T

Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board.”

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

Public Notice of Changes:

The scheduled time for the public hearing is **Thursday July 7, 2011** **5:00 p.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Bruce Backer bruce.backer@denvergov.org, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Thursday, June 30, 2011**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Leon Duran leon.duran@denvergov.org at (720) 913-5168 no later than noon on **Tuesday, July 5, 2011**.



Career Service Authority

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Trades Inspector

GENERAL STATEMENT OF CLASS 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 and 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 Communications and 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:

No supervisory duties.

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.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

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

Building and Construction – Knowledge of equipment, components, materials, instruments, and systems including their design, installation, testing, uses, repair, or maintenance.

Electrical – Knowledge of equipment, components, materials, instruments, and systems including their design, installation, testing, uses, repair, or maintenance.

Mechanical – Knowledge of equipment, components, materials, instruments, and systems including their design, installation, testing, uses, repair, or maintenance.

Plumbing – Knowledge of equipment, components, materials, instruments, and systems including their design, installation, testing, uses, repair, or maintenance.

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

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.

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.

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

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identify, 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.

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

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

Knowledge of conflict resolution techniques sufficient to be able to arbitrate and/or resolve conflicts as they arise.

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.

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.

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

Balancing: maintaining body equilibrium to prevent falling over.

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

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

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

Eye/Hand/Foot Coordination: performing work through using two or more.

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

Crouching: bending body downward and forward by bending legs.

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

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

Hearing: perceiving the nature of sounds by the ear.

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

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

Depth Perception: ability to judge distance and space relationships.

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

Field of Vision: ability to see peripherally.

Color Vision: ability to distinguish and identify different colors.

Working Environment:

Temperature Changes: variations in temperature from hot to cold.

Wet: frequent contact with water or other liquid.

Noise: sufficient to cause distractions.

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

Exposed to hazards from electro/mechanical/power equipment.

Education Requirement:

Graduation from high school or possession of a GED certificate.

Experience Requirement:

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

Education/Experience Equivalency:

Additional appropriate education may be substituted for one year of the minimum experience requirement.

Licensure and/or Certification:

License(s) and/or certification(s) must be maintained as a condition of continued employment.

Possession of a valid driver's license at the time of application and as a condition of employment.

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

Plumbing:

- Possession of a valid Journeyman Plumber's 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.

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 Electrician's License or Master Electrician 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.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: xx/xx/2011

ESTABLISHED BY: Patricia Anderson

REVISED DATE:

REVISED BY:

CLASS HISTORY

xx/2011 - This is a new class. This class will replace the Electrical Inspector, Construction Inspector, Mechanical Inspector, Plumbing Inspector, and the Public Safety Inspector classes.



Career Service Authority

Combination Inspector I

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GENERAL STATEMENT OF CLASS DUTIES

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.

DISTINGUISHING CHARACTERISTICS

This class performs technical combination inspections in two trades areas. This class is distinguished from the Trades Inspector class that 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. The Combination Inspector I class is also 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.

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 and 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 Communications and 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:

No supervisory duties.

ESSENTIAL DUTIES

Performs combination inspections in two trade areas which includes 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.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

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

Building and Construction – Knowledge of equipment, components, materials, instruments, and systems including their design, installation, testing, uses, repair, or maintenance.

Electrical – Knowledge of equipment, components, materials, instruments, and systems including their design, installation, testing, uses, repair, or maintenance.

Mechanical – Knowledge of equipment, components, materials, instruments, and systems including their design, installation, testing, uses, repair, or maintenance.

Plumbing – Knowledge of equipment, components, materials, instruments, and systems including their design, installation, testing, uses, repair, or maintenance.

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.

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

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 identify, 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.

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

Knowledge of conflict resolution techniques sufficient to be able to arbitrate and/or resolve conflicts as they arise.

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.

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.

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

Balancing: maintaining body equilibrium to prevent falling over.

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

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

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

Eye/Hand/Foot Coordination: performing work through using two or more.

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

Crouching: bending body downward and forward by bending legs.

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

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

Hearing: perceiving the nature of sounds by the ear.

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

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

Depth Perception: ability to judge distance and space relationships.

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

Field of Vision: ability to see peripherally.

Color Vision: ability to distinguish and identify different colors.

Working Environment:

Temperature Changes: variations in temperature from hot to cold.

Wet: frequent contact with water or other liquid.

Noise: sufficient to cause distractions.

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

Exposed to hazards from electro/mechanical/power equipment.

Education Requirement:

Graduation from high school or possession of a GED certificate.

Experience Requirement:

Three years of experience in construction and/or performing inspections in two of the following areas: structural building construction, electrical, plumbing, or mechanical.

Education/Experience Equivalency:

Additional appropriate education may be substituted for one year of the minimum experience requirement.

Licensure and/or Certification:

License(s) and/or certification(s) must be maintained as a condition of continued employment.

Possession of a valid driver's license at the time of application and as a condition of employment.

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

- State of Colorado Electrical License
- ICC Residential or Commercial Building Inspector
- ICC Residential or Commercial Mechanical Inspector
- ICC Residential or Commercial Plumbing Inspector

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: xx/xx/2011

ESTABLISHED BY: Patricia Anderson

REVISED DATE:

REVISED BY:

CLASS HISTORY This is a new class.



Career Service Authority

Combination Inspector II

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GENERAL STATEMENT OF CLASS DUTIES

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.

DISTINGUISHING CHARACTERISTICS

This class performs technical combination inspections in three trades areas. This class is 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. The Combination Inspector II class is also distinguished from the Chief Combination Inspector class that 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.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally in the form of stated objectives only with issues and factors largely undefined requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy, and methodologies for approaching assigned functions or projects.

Duties performed involve concepts, theories, and concrete factors to be evaluated and weighed requiring a high degree of analytical ability, independent judgment, and decision-making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied, and simultaneous coordination of several functions, programs, or projects in various stages of completion.

Level of Supervision Received and 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 Communications and Purpose:

Contacts are of a remedial nature involving the resolution of problems and where some degree of discretion and judgment are required in carrying out a major program and/or function of the organization.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Performs combination inspections in three trade areas which includes 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.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

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

Building and Construction – Knowledge of equipment, components, materials, instruments, and systems including their design, installation, testing, uses, repair, or maintenance.

Electrical – Knowledge of equipment, components, materials, instruments, and systems including their design, installation, testing, uses, repair, or maintenance.

Mechanical – Knowledge of equipment, components, materials, instruments, and systems including their design, installation, testing, uses, repair, or maintenance.

Plumbing – Knowledge of equipment, components, materials, instruments, and systems including their design, installation, testing, uses, repair, or maintenance.

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

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.

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.

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

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identify, 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.

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

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

Knowledge of conflict resolution techniques sufficient to be able to arbitrate and/or resolve conflicts as they arise.

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.

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.

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

Balancing: maintaining body equilibrium to prevent falling over.

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

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

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

Eye/Hand/Foot Coordination: performing work through using two or more.

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

Crouching: bending body downward and forward by bending legs.

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

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

Hearing: perceiving the nature of sounds by the ear.

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

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

Depth Perception: ability to judge distance and space relationships.

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

Field of Vision: ability to see peripherally.

Color Vision: ability to distinguish and identify different colors.

Working Environment:

Temperature Changes: variations in temperature from hot to cold.

Wet: frequent contact with water or other liquid.

Noise: sufficient to cause distractions.

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

Exposed to hazards from electro/mechanical/power equipment.

Education Requirement:

Graduation from high school or possession of a GED certificate.

Experience Requirement:

Three years of experience in construction and/or performing inspections in two of the following areas: structural building construction, electrical, plumbing, or mechanical.

Education/Experience Equivalency:

Additional appropriate education may be substituted for one year of the minimum experience requirement.

Licensure and/or Certification:

License(s) and/or certification(s) must be maintained as a condition of continued employment.

Possession of a valid driver's license at the time of application and as a condition of employment.

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

- State of Colorado Electrical License
- ICC Residential or Commercial Building Inspector
- ICC Residential or Commercial Mechanical Inspector
- ICC Residential or Commercial Plumbing Inspector

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: xx/xx/2011

ESTABLISHED BY: Patricia Anderson

REVISED DATE:

REVISED BY:

CLASS HISTORY This is a new class.



Career Service Authority
Chief Combination Inspector

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GENERAL STATEMENT OF CLASS 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.

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

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 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.

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.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Technical Competencies – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one’s job and works with, understands, and evaluates technical information related to the job.

Building and Construction – Knowledge of equipment, components, materials, instruments, and systems including their design, installation, testing, uses, repair, or maintenance.

Electrical – Knowledge of equipment, components, materials, instruments, and systems including their design, installation, testing, uses, repair, or maintenance.

Mechanical – Knowledge of equipment, components, materials, instruments, and systems including their design, installation, testing, uses, repair, or maintenance.

Plumbing – Knowledge of equipment, components, materials, instruments, and systems including their design, installation, testing, uses, repair, or maintenance.

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

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.

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.

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

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identify, 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.

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

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

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

Knowledge of conflict resolution techniques sufficient to be able to arbitrate and/or resolve conflicts as they arise.

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.

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 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 inspection experience in two of the following inspection areas: Structure Building, Electrical License, Plumbing License, Mechanical License, and/or Zoning.

Education/Experience Equivalency:

Additional appropriate education may be substituted for one year of the minimum experience requirement.

Licensure and/or Certification:

License(s) and/or certification(s) must be maintained as a condition of continued employment.

Possession of a valid driver's license at the time of application and as a condition of employment.

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
- 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

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: xx/xx/2011

ESTABLISHED BY: Patricia Anderson

REVISED DATE:

REVISED BY:

CLASS HISTORY

This is a new class.