



**Code: 5425**

Family: Planning and Urban Development  
Service: Operation and Construction  
Group: Engineering, Designing, and Structural  
Series: Architectural

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## **CLASS TITLE: PROJECT MANAGER - BUILDINGS**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, the class coordinates the review of architectural plans for medium to large construction and renovation projects submitted for permit issuance in accordance with the Chicago Municipal Code and performs related duties as required

### **ESSENTIAL DUTIES**

- Conducts manual and electronic architectural plan reviews of large scale construction and/or building renovation projects of a technical and complex nature and submit for building permit issuance
- Reviews and evaluates building permit applications to ensure constructor and subcontractors are licensed and insured and that applications are complete and processed in accordance with departmental administrative procedures
- Ensures architectural drawings submitted for plan review comply with the Chicago Municipal building code and zoning ordinance
- Verifies that building code issues related to building materials and structures, insulation, fire protection, new construction height limitations, exiting requirements, and other related building and safety Chicago Municipal Code requirements are reviewed for compliance prior to approval for the issuance of building permits
- Explains the permit issuance and regulatory review process to developers, architects, structural design professionals and/or property owners
- Interprets municipal building code requirements and regulations and advises applicants on plan review procedures
- Provides information concerning complex problems or issues with plan reviews and building permit approval to department managers and work jointly with them for resolution

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Architecture, Civil, Mechanical, and/or Electrical Engineering, plus at least three (3) years of professional work experience in managing building, architectural and/or engineering projects involving the review and approval of construction designs or an equivalent combination of training and experience provided the minimum degree requirement is met.

#### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanners)

**PHYSICAL REQUIREMENTS**

- Ability to stand or sit for extended period of time

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Comprehensive knowledge of:

- Chicago Municipal Zoning Code
- Chicago Building Department permit process
- Chicago Municipal Code requirements pertaining to fire prevention
- permit fees calculations and methods

Advanced knowledge of:

- Chicago Building Code
- building construction types
- building occupancy classifications
- building occupancy requirements
- \*applicable computer software packages (Microsoft Office Suite) and web-based databases (Oracle, Citrix)
- \*electronic review of plans for completeness

Knowledge of applicable City and department policies, procedures, rules, and regulations

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand

- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- DEMONSTRATE ORIGINALITY - Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
February, 2017