



Position Title: PLUMBING AND MECHANICAL INSPECTOR

NATURE OF WORK

Position is responsible for performing technical inspection work for the Inspection Department, including field visits and inspections of plumbing and mechanical systems; evaluating systems to determine compliance with applicable regulations, codes, and ordinances; recording findings and recommendations; and reporting information to the Chief Building Inspector for use in issuing or denying building permits.

SUPERVISION

This position works under the direction of the Chief Building Inspector or designee. Incumbent plans and prioritizes work in accordance with standard practices and previous training and is expected to solve problems by adapting methods or interpreting instructions. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

ESSENTIAL JOB FUNCTIONS

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to, or extension of, the position.

1. Reviews plumbing and mechanical systems to determine compliance with applicable regulations and codes; records findings and recommendations and reports deficiencies to the Chief Building Inspector, or design professional as necessary.
2. Collects fees for services and maintains accountability for monies received.
3. Reviews plans of proposed projects, provides input and recommendations regarding plumbing and mechanical work as needed; interprets and explains code meanings.
4. Investigates complaints from citizens regarding perceived violations of the City's adopted codes by calling and visiting locations in question.
5. Suggests alternative equipment or plans to bring suspect work into compliance.
6. Processes and issues permit; records and maintain file of permits issued and their status.
7. Prepares reports as requested.

8. Attends meetings with tenants, builders, and other inspectors, as required.
9. Performs other duties as assigned by the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES

Position requires strong knowledge of applicable codes and regulations, zoning and other city ordinances; the ability to instruct others in methods and practices, to read and interpret blueprints and specifications; and have good written and verbal communications skills, computer skills, mathematical skills, and knowledge of basic engineering principles encompassing structural elements.

Position responsibilities require judgment in interpreting and applying complex applicable regulations, codes, and ordinances and regulations to ensure compliance of systems being inspected. Work consists of the practical application of a variety of concepts, practices and specialized techniques relating to inspection procedures. Assignments typically involve inspecting, testing or evaluating compliance with established codes and gathering, analyzing and evaluating facts or data using specialized fact finding techniques to determine the cause of violations or hazards.

Errors can result in personal injury/loss to others, monetary loss, and legal repercussions. The position has frequent contact with the public, various local and state agencies, interested organizations, and other departments for responding to inquiries or complaints. Contacts occur in person, on-line, on the telephone, or in writing.

MINIMUM REQUIRED QUALIFICATIONS

A candidate for this position should have an Associate's Degree in Plumbing and/or Mechanical Systems, and a minimum of five (5) years related experience in the installation and design of plumbing and mechanical systems in residential, commercial, and industrial occupancies, or an equivalent combination of education and experience. Licenses and certificates required include: valid NH Master Plumbers and Gas Fitters License, with no violations on file, or certification as a Plumbing and Mechanical Inspector by a nationally accredited testing agency, or ability to obtain certification within one year of hire; and a valid NH driver's license.

ENVIRONMENT, WORKING CONDITIONS, PHYSICAL AND MENTAL EFFORT

Primary duties of this position involve: communicating accurately and effectively with members of the public and staff on a variety of inspection related items. This includes responding to inquiries and complaints, providing information, ensuring compliance with regulations, procedures, and laws. Work is performed in an open office setting which can be somewhat noisy, at field locations, all outside weather conditions and inside vehicles. Current position includes some limited physical requirements including: moving mechanical parts, risk of electrical shock, confined spaces, exposure to toxic or caustic chemicals, fumes or airborne particles, and extremes of heat and cold. The nature of work also involves: driving a automobile, operating hand tools, as well as transporting documentation, reports, and office supplies weighing up to 25 pounds.

(The above descriptions are illustrative. They are intended as guides for personnel actions and are not complete itemizations of all facets of any job)