

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTEMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title Mechanical & Plumbing Inspector
Sch & Grade PAT-9
Class Code CB36
FLSA Status Non-Exempt
Bargain Unit Elig. AFSCME
Occupational Group Code Enforcement & Inspection

PRIMARY PURPOSE:

To make on-site inspections of commercial and residential structures and review mechanical, gas, and plumbing plans to determine compliance with City ordinances and regulations governing the installation and use of mechanical, gas, and plumbing systems and equipment.

SUPERVISION:

Under general supervision of the Code Administrator; receives direction from Senior Inspector(s) as assigned.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Makes field inspections of new and existing structures to check on the installation, usage, and/or removal of mechanical, gas, and plumbing systems such as heating, ventilation, air conditioning (HVAC), gas piping, water lines, and sewers.
2. Investigates mechanical, gas, and plumbing complaints and reports code violations to the property owner or person responsible for the installation.
3. Reviews mechanical, gas, and plumbing plans for compliance with applicable codes.
4. Issues notices and citations for violations.
5. Communicates courteously with the public and effectively explains regulations and guidelines.
6. Reads, understands, and interprets applicable ordinances, BOCA Codes, construction plans, blueprints, and schematic drawings.
7. Studies, learns, and applies mechanical and plumbing systems trends.
8. Completes and maintains records and reports of inspections which may include data entry, typing, and filing.
9. Travels to on-site inspection sites throughout the City.
10. Represents the Building Regulations Department as a professional witness in court and other hearings as required by the Director of Building Regulations.

IMPORTANT FUNCTIONS:

1. Assists in the review and issuance of mechanical, gas, and plumbing permits.
2. Provides information to citizens regarding mechanical, gas, and plumbing systems and codes.
3. Works cooperatively with various departments as needed to complete the inspection process.
4. Attends conferences, seminars, workshops, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

BOCA National Mechanical and Plumbing Code; mechanical and plumbing inspection techniques; basic math as it applies to mechanical and plumbing inspection.

Abilities

Learn, read, understand, interpret and enforce applicable codes and ordinances accurately, fairly, firmly, and tactfully; review and interpret construction documents as necessary; prepare and maintain required records and reports; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates, development community, and the general public; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires graduation from an accredited college or university with a Bachelor's Degree in Mechanical Engineering, Architecture, or a related discipline plus either two years of experience as a certified mechanical and/or plumbing inspector or plan reviewer; or two years of experience designing or drafting mechanical and/or plumbing systems for buildings. Directly related work experience in mechanical and/or plumbing trade, inspection or plan review work may be substituted for the education requirement on a year-for-year basis.

Physical Requirements

For inspection purposes performs bending, squatting, kneeling, standing, crawling, twisting, walking, and reaching overhead and to ground level; holds and grips objects; climbs ladders and stairs; and distinguishes colors; may stand and/or walk for long periods of time.

Working Environment

Both indoor and outdoor working environment and therefore susceptible to a variety of extreme weather conditions including temperature swings; subject to mechanical, electrical, and other safety hazards associated with inspecting mechanical systems; exposed to cramped spaces, poor lighting, and poor ventilation during inspections.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License; must possess or be able to obtain within probationary period BOCA mechanical and plumbing certification.

Miscellaneous Requirements

Must be able to provide own means of transportation to and from inspection sites during assigned working hours; if operating personal vehicle for the purpose of completing job duties, must possess appropriate insurance (mileage reimbursement is provided).

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 4481
Comments:	Updated Abilities	Date: January 9, 1995

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____