



## JOB DESCRIPTION

### Plumbing and Mechanical Inspector

Date Prepared: DRAFT

Class Code: 7235

**SUMMARY:** Under basic supervision, examines, reviews and performs inspections of buildings to ensure compliance with building code regulations, local ordinances and state laws.

**DISTINGUISHING CHARACTERISTICS:** The Plumbing and Mechanical Inspector is the journey level classification within the Plumbing and Mechanical Inspector series, responsible for performing complex work assigned to the series. Positions at this level possess a specialized knowledge, are assigned tasks up to the journey level, and require the acquisition of Plumbing and Mechanical certification.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Reviews construction plans and documents for residential, industrial, and commercial buildings and systems for code compliance to plumbing and mechanical requirements.
- Reviews plans and construction work for proper installation methods and use of compliant materials.
- Inspects work during various phases of construction for compliance; orders corrective action as necessary; prepares reports of inspections and completed work; approves compliant work.
- Provides assistance to customers at the front counter; provides general information; advises and interprets codes to the general public, contractors, engineers, architects and others as required; calculates fees and issues permits.
- Investigates code violations; posts "stop work" orders; prepares reports of findings.
- Performs calculations to assure proper sizing of systems. Reviews and examines materials delivered to job sites to ensure compliance with specifications and submittals.
- Assists in arranging, initiating, coordinating, and overseeing special inspections and checks test results for conformance to specification requirements.
- Reviews and approves all industrial wastewater discharge permit applications; works with the Los Angeles County sanitation districts; maintains and manages a data base.
- Coordinates with utilities and other departments.
- Maintains all public records for public examination.
- Maintains inspection records and documentation on an automated data base.
- Assists in the preparation of new regulations; recommends revisions of existing regulations.
- Performs occupancy, zoning, land use and code enforcement inspections; issues compliance orders and/or citations; prepares case logs; serves as a witness regarding appeals to enforcement cases.
- Attends various seminars and training courses for professional development
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

Associates Degree in Architecture, Engineering, Construction Management or a closely related field; AND two years of building, construction, plumbing, or mechanical, inspection experience.

### **Knowledge of:**

- City organization, operations, policies, and procedures.
- Plan reading for residential, industrial and commercial plumbing and mechanical systems.
- Building codes regarding plumbing, mechanical, building.
- Methods, techniques and materials used in the design and construction of residential and commercial structures.
- CalGreen building codes.
- California Energy Code.
- General provisions of housing, building and plumbing codes and ordinances.
- Methods of investigation used in code enforcement.
- Modern developments, current literature and information sources regarding construction and design.
- Customer service standards and protocols.
- ADA requirements.

### **Skill in:**

- Performing plan reviews of architectural drawings and records.
- Reading and interpreting building, plumbing and mechanical plans.
- Reading and interpreting blueprints and specifications.
- Reviewing energy calculations.
- Following verbal and written instructions and procedures.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Coordination with utilities.
- Maintenance of all public records for public examination.
- Maintenance of inspection records and documentation on an automated data base.
- Establishing and maintaining cooperative working relationships with supervisors, co-workers, property owners, business owners, building tenants, contractors, external public and private organizations and the general public.

### **LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License is required.

International Code Council Plumbing Inspector UPC.

International Code Council Mechanical Inspector UMC.

ICC or IAMPO Plumbing and Mechanical Plans Examiner

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an outdoor work environment. May be exposed to dangerous machinery, extreme weather conditions and hazardous chemicals. May be required to climb ladders and work within confined spaces and/or trenches.