

Job Description

Inspector – Mechanical/Plumbing

Reports to: Building and Zoning Administrator
Positions Supervised: None
Employment Status: Contracted

BROAD STATEMENT OF RESPONSIBILITIES:

Responsible for conducting inspections of construction-in- progress to ensure compliance with State and local building codes as applicable to plumbing/mechanical.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Reviews and issues permits as applicable to mechanical and plumbing.
2. Works closely with Building and Zoning Administrator in all facets of code enforcement, including proactive notification of potential code and zoning violations.
3. Reviews construction plans as requested by Building and Zoning Administrator.
4. Visits construction sites as needed; checks specifications for on-site conformity to codes; conducts inspections of actual construction and makes final inspections upon completion, improvements or repairs to determine conformity with plans and code.
5. Verifies complaints and conducts inspections of violations; explains and interprets his/her applicable codes to applicants; sends out code violation notices when necessary; assists in prosecuting violators of codes and/or ordinances.
6. Maintains related records accordingly, works closely with the Administrative Specialist to provide accurate updates on permits and projects.
7. Attends seminars and other continuing education classes, at his/her own expense, as required by State of Michigan for maintaining required designation as Mechanical/Plumbing Inspector.
8. Conducts him/herself in a professional and customer focused manner that supports Gerrish Township strategic plans, ethics, policies and procedures.
9. Performs other duties and special projects as requested to ensure effective operations of the department.

KNOWLEDGE, SKILLS & ABILITIES:

1. High school completion plus minimum five years relevant experience in Township inspection; Plumbing/Mechanical Inspection level designation by the State required.
2. Interpersonal skills that allow for effective communication with property owners, State and local government representatives, builders, contractors, other office staff and

community-at-large.

3. Ability to independently organize and schedule assigned work to meet established deadlines; ability to concentrate and pay close attention to details.

5. Valid driver's license and ability to travel regularly throughout Township; ability to climb, walk and stoop while visiting building inspection sites during all seasons and all weather conditions; occasionally may require lifting boxes of materials, office supplies, files, records and equipment weighing minimum of 30 pounds to waist high level; also requires manual dexterity to operate computer and other office equipment.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.