



Charter Township of Waterford Job Description

Inspector – Mechanical (Part-time)

Department:	Development Services
Supervised By:	Superintendent of Building Division
Supervises:	No supervisory responsibility
Bargaining Unit:	Teamsters
FLSA:	Non-exempt
Status:	Full-time

General Summary

Under general supervision of the Superintendent of Building Division, evaluates materials, equipment, and installation methods used for new and existing mechanical facilities and systems. Conducts on-site inspections as assigned to determine compliance with acceptable practices and provide for enforcement of Township codes.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Analyzes new construction plans and blueprints for conformity to code requirements, including proper system layout.
2. Responds to complaints, evaluating existing heating systems for code conformity.
3. Conducts physical inspections evaluating materials and installation methods including gas connections.
4. Tests connections and measures lines for conformity to specifications and sanitation standards.
5. Interprets appropriate mechanical code to inspection findings and prepares summary report.
6. Approves or seeks voluntary compliance where possible, or if necessary issues violation notice after consultation with his or her Supervisor.
7. Provides technical information and advice to residents and contractors relative to heating practices, safety concerns and possible hazards.
8. Makes daily summary report of inspections and special reports as required.
9. Other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Must be a high school graduate or equivalent.
2. Must possess a valid Michigan's Drivers License at the time of employment and be able to meet the Township's driving standards.

3. Must meet Michigan Department of Licensing and Regulatory Affairs certification requirements and qualifications for Mechanical Inspectors.
4. Must have heating and air conditioning experience, as a licensed contractor.
5. Must be state registered and mechanical inspector or qualified for provisional registration.
6. Thorough knowledge of heating and air conditioning practice and materials.
7. Ability to detect defective installation and/or operation of heating or air conditioning systems.
8. Must possess a good knowledge of Township building ordinances.
9. Ability to accurately read and interpret plans, specifications and blueprints.
10. Ability to maintain effective working relationships with building owners and contractors and deal effectively with the public.
11. Knowledge of basic computer operations, including operating systems and varying software applications.
12. Ability to successfully complete a background/criminal history check is required

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to perform essential job functions in all weather conditions and on varying working surfaces.

This position is moderately demanding physically, requiring a full range of motion and the use of both fine and gross muscles of the total body. The employee is regularly required to lift objects of ± 40 pounds 20-40 times per day to a height of 65 inches. Incumbent will be required to climb and descend a standard 6-foot ladder. Grasping of hand tools under light torque load is common. The largest grasping pattern is 14-16 inches. The ability to walk is a core requirement of this job. The employee must be able to walk in slippery conditions: mud, sleet and snow. The employee is required to work in unsanitary conditions, including exposure to biological agents such as animal dropping, dander, human body fluids and putrefied waste. The employee must be able to manually write and work with computer keyboard. Good vision is required. Employee must be able to distinguish color. Limited hearing is acceptable. Verbal communication is essential.

The use of mobility assist devices such as wheel chairs, walkers etc, may prove to be a safety concern due to various terrain and conditions.

WATERFORD TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

Wages: \$35.00/hour

Closing Date: Open until filled

Application forms for this position can be obtained from the Human Resources Department, 5200 Civic Center Drive, Waterford, Michigan or on the Township’s web page <https://www.waterfordmi.gov/jobs>