

Charter Township of Ypsilanti

Mechanical Inspector

Summary

Perform technical and specialized work involved in the inspection of Mechanical installations to insure compliance with existing regulations, ordinances and codes. Review requests for permits in accordance with established standards. Prepare records and reports, issue and register permits to Mechanical contractors. Perform related work as required.

Supervision Received

Work is performed under the general supervision of the Chief Building Official.

Responsibilities and Duties

An employee in this position maybe called upon to do any or all of the following essential duties: (These examples do not include all of the duties the employee maybe expected to perform).

1. Inspect Mechanical installations during construction, alteration and upon completion and test to insure use of proper materials and compliance with existing regulations, ordinances and codes.
 - a. Review Mechanical plans for all construction.
 - b. Investigate suspected violations of Mechanical regulations and codes and take necessary action to insure enforcement.
 - c. Provide assistance and give information to contractors and general public regarding proper Mechanical practices, regulations, ordinances, codes and violations repairs.
 - d. Prepare and maintain correspondence, records and reports.
 - e. Maintain detailed records of permits issued and inspections made.
 - f. Issue and record Mechanical permits.
 - g. Receive, record and investigate complaints regarding Mechanical hazards.
 - h. Must keep daily log sheets.

2. Perform related work as required, including but not limited to housing and vacant property inspections.

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Essential Functions, Qualifications and KSA's for Employment

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations

- Thorough knowledge of the tools, methods, practices and techniques of the Mechanical trade.
- Considerable knowledge of the regulations, ordinances and codes pertaining to the installation and alteration of Mechanical systems.
- Considerable knowledge of Mechanical and general safety requirements involving the construction and maintenance of Mechanical systems.
- Ability to read and interpret details of construction plans.
- Ability to conduct tests and locate sources of trouble in Mechanical installations.
- Ability to satisfactorily explain Mechanical code requirements and policies.
- Ability to prepare and maintain correspondence, records and reports.
- Must have interpersonal skills to work effectively with the public, other employees and customers.
- Must be able to bend, twist, crawl and climb to perform inspections.
- Required training includes graduation from an accredited high school or equivalent
- Must be Michigan registered as a Mechanical Inspector or eligible for registration under Act 54/407. Additional certification as Michigan registered Plumbing Inspector preferred.
- Four years experience required in responsible work related to the Mechanical field.
- Must hold and maintain a valid Michigan driver's license with a good driving record.

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. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

While performing the duties of this job, the employee is required to talk and hear. This position is very active and requires standing, walking, twisting, bending, kneeling, stooping, crouching, crawling and climbing. Specific duties require close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Employee may be exposed to weather conditions including temperature extremes.

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