Job Posting

DATE: 07/22/2019

TITLE: Mechanical Inspector

REPORTS TO: Building Official

POSTED INTERNALLY UNTIL: 07/22/2019

CLASSIFICATION: Independent Contractor

Rate of Pay:
1 registration: $24.00-$27.00
2 registrations: $27.00-$30.00
3 registrations: $30.00-$34.00
4 registrations: $33.00-$37.00

JOB DESCRIPTION ATTACHED

NEW JOB:

VACANCY: X

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IF INTERESTED IN THIS POSITION, PLEASE FILL OUT A COUNTY APPLICATION AND SUBMIT TO HR.
POSITION SUMMARY:

To help construction progress by reviewing mechanical plans and inspecting mechanical installations for code compliance, and to confirm that construction meets the minimum expectations as code compliant and safe.

ESSENTIAL FUNCTIONS:

Administration and enforcement of the building codes in accordance with the rules and regulations governing construction in the State of Michigan.

Performs mechanical inspections for construction requiring mechanical permits. Completes and sends inspection reports to permit holders.

Meets with Customers to review current and future projects. Provide code interpretations. Educate customers and public on the requirements and necessity for code enforcement.

Corresponds with customers via mail, email, phone calls, etc. Ensures good public relations.

Reviews building plans and specifications submitted in connection with mechanical permit applications.

Explains the requirements of the local & state building code, and other applicable laws to building contractors and the general public.

Uses computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments.

Perform mechanical plan reviews to confirm code compliance with plans submitted.

Completes daily inspection and travel logs for department records

Other duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the mechanical code, experience in the trade of mechanical installations, have good communication skills, ability to work well with others, ability to work independently to organize daily
inspection and work activities. Ability to work with computers, tablets, digital camera, cell phone, fax machine. Ability to work outdoors, climb ladders, access crawlspaces, attics, traverse construction sites.

EDUCATION/EXPERIENCE

High School diploma or equivalent. Minimum 3 years of experience in the design, installation and repair of commercial heating, ventilating and air conditioning equipment systems, including two years equivalent to an experienced-level trades designer, installer or repairer. Must be registered, or capable of being registered as a mechanical inspector within 30 days, in accordance with the requirements of PA 407 of 2016, MCL 339.5801 – 339.5819.

CERTIFICATIONS/LICENSES REQUIRED

Mechanical license for not less than 1 year in 3 or more categories 1, 2, 4 and 9 of mechanical licensure as defined in PA 407 of 2016, MCL 339.5801 – 339.5819

Valid driver license.