

CITY OF SIMI VALLEY

PLUMBING/MECHANICAL INSPECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, performs technical plumbing and mechanical inspections and plans examining work to enforce compliance with plumbing and mechanical codes, regulations and ordinances; assists supervisory staff with the code adoption process; and answers public questions regarding all plumbing and mechanical codes and energy questions.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Inspect commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable mechanical and plumbing codes, ordinances and regulations.
2. Examine plans and specifications of new construction, additions and alterations to residential and commercial buildings to determine compliance with the provisions of applicable mechanical and plumbing codes, ordinances and regulations.
3. Inspect existing buildings and premises for change of use, occupancy, or compliance with applicable codes and ordinances.
4. Inspect plumbing, heating, ventilation and air conditioning systems (HVAC) and a large variety of other complex and routine building mechanical system elements.
5. Assist supervisor with the code adoption process.
6. Assist public at counter; issue permits and accept plans for review.
7. Assist supervisor with the training needs of the division with respect to plumbing, mechanical, and energy code changes, new products, and field problems.
8. Issue notices to comply on violations; maintain records of history of facts for possible legal actions.
9. Inspect special events for cross connections and sanitary conditions.
10. Confer with architects, contractors, builders and the general public in the field and office; explain and interpret all plumbing, mechanical and energy conservation code requirements and restrictions.
11. Maintain files and reports regarding inspection and plan check activities and findings.
12. Attend and participate in meetings; stay abreast of new trends and innovations in the plumbing, mechanical, and energy conservation trades.

13. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Building-related codes and ordinances enforced by the City, including the uniform building, electrical, plumbing and mechanical codes.
Codes and ordinances related to disabled and public access.
Complex principles and techniques of mechanical, plumbing and energy conservation inspection and plans examining work.
Principles of business letter writing and basic report preparation.
Resources to maintain current knowledge of new products, materials and installation procedures.
Procedures and terminology used in the plumbing trade.
Blueprints, diagrams and plans.
Backflow device installation and repair.
Techniques of soldering, brazing, and minor welding.
Principles and procedures of record keeping.
Basic mathematical principles.
Major types of building construction, materials and methods.
Accepted safety standards and methods of building construction for commercial and residential buildings.
Occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Interpret and apply pertinent federal, state and local laws, codes and regulations.
Read and interpret complex plumbing and mechanical plans, specifications and codes.
Determine if construction systems conform to City Code requirements.
Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from mechanical plans, regulations and standard construction practices.
Make mathematical computations rapidly and accurately.
Enforce necessary regulations with firmness and tact.
Ensure adherence to safe work practices and procedures.
Understand and follow oral and written instructions.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in the plumbing and mechanical trades.

Experience:

Three years of increasingly responsible mechanical, plumbing and energy conservation inspection experience.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, an appropriate, valid plumbing inspector certificate within one year of appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office, field and construction site environment; exposure to noise, dust and heavy construction equipment.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; sit, stand, walk, climb, and/or kneel for prolonged periods of time; requires operating motorized vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.