

MARQUETTE COUNTY

PLUMBING/MECHANICAL CODE INSPECTOR & PLAN REVIEWER

Department: Resource Management

Classification: U11 / N9

FLSA Status: Non - Exempt

Pay range: \$24.44 - \$28.35

Reports to: Building Official

Union: AFSCME 2914

General Summary

Under the supervision of the Building Official, conduct on-site inspections of commercial, industrial, and residential building projects throughout the County to ensure full compliance with state electrical codes for new construction, additions, and alterations and inspects per Part 91 Soil Erosion and Sedimentation Control Requirements (SESC). Ensures that construction is in conformance with plans and specifications approved by the Building Code Division and requires that code violations be corrected. Assists contractors and the general public with information regarding construction and code related matters.

Essential Functions

1. Reviews plans, specifications and blueprints of buildings under construction or being remodeled for compliance to codes and ordinances. Approves permit applications for construction or remodeling when requirements are compiled with.
2. Conducts inspections of building sites to ensure compliance with State electrical codes. Inspects materials and construction to ensure compliance with approved plans and specifications, and inspects all aspects of electrical systems. Checks electrical contractors and masters, journeyman, and apprentice electricians for proper Michigan license registration.
3. Checks mechanical contractors, master plumbers, and journey plumbers for proper Michigan licenses and registrations.
4. Seeks voluntary compliance where codes are not met, advising for corrections, issuing violation notices when necessary, and performing re-inspections to determine actions taken to bring the structure into compliance with standards.
5. Interviews citizens wishing to file complaints of alleged code violations, inspects property and otherwise investigates matter to determine validity of complaint. Issue tickets, writes field correction notices, and writes warrant requests on those individuals who do not comply with building code requirements. Testifies in court and at appeal on behalf of the Building Code Department.
6. Gives approval of on-site conditions for temporary and permanent certificates for occupancy.
7. Answers inquiries from property owners, contractors, architects, local units of government, and others regarding code interpretation, clarification of department policies and procedures, violation complaints, and general information. Provides information to owners, contractors, developers, engineers, and architects regarding plumbing and mechanical code requirements and construction procedures and offers assistance in making applications for permits.

MARQUETTE COUNTY

8. Reviews records of permits issued and denied, inspection requirements needed, complaints, and their investigations, and prepares reports and correspondence.
9. Reviews appeal requests within discipline and determines level of appropriate representation at said hearings. Prepares staff opinion for appeals hearing(s).
10. Periodically presents code information/process to professional organizations and community groups to enhance general code knowledge and the County Code Division.
11. Participates in continuing education to maintain required certifications. Attends various meetings, seminars, workshops, and conferences to keep current on the latest methods and techniques in building trades, housing and code inspection and enforcement.
12. May assist with the community development block grant programs as assigned by the Building Official.
13. Reviews Soil Erosion and Sedimentation Control (SESC) permits and plans. Conducts on-site inspections and takes any action necessary for compliance with Part 91 (SESC) and the rules.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

Employment Qualifications

Education: High school graduation or equivalent. Prefer some advanced technical trade coursework.

Experience: Shall hold a mechanical license from the state in three (3) of the four (4) required categories for one (1) year or six (6) years of experience under a licensed mechanical contractor in three (3) of the four (4) required categories. Shall hold a journey plumbers license from the State of Michigan for at least two (2) years, a master plumber license from the State of Michigan for at least two (2) years, a master plumber license from this state, or five (5) years of experience under a licensed plumbing contractor.

Other Requirements:

- Valid Michigan driver's license.
- Registered with the State of Michigan as a Plumbing/Mechanical Inspector and Plan Reviewer within ninety (90) days of hire.
- Licensed as a mechanical contractor and a journey or master plumber.
- Certified under Part 91 Soil Erosion and Sedimentation Control for Construction Site Storm Water Management within 1 year of hire.
- Maintain and renew all registration as required by successful completion of continued training and educational programs as approved by the State of Michigan.
- Ability to establish effective working relationships and use good judgement, initiative, and resourcefulness when dealing with builders, architects, property owners, planners, other governmental agencies and the public.
- Computer skills.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements:

- Walks over terrain to inspect construction projects.

MARQUETTE COUNTY

- Extended drive time in various weather conditions.
- Climbs up and down excavation sites.
- Climbs up and down ladders and scaffolding to inspect electrical systems in attics, and other areas.
- Lifts and moves building materials to inspect construction.
- Bends, stoops, and crawls to inspect crawl spaces, attics, and other areas being constructed or remodeled.
- Drives to sites throughout the County.

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the above requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

Working Conditions:

- Works in both office conditions and outside in all types of weather conditions.
- Works in confined spaces.
- Exposure to equipment and construction where risk exists of getting cut, bruised, or scraped.
- Works in areas with loud noise (power tools, construction equipment).
- Exposure to odors of paint vapors, and gases associated with construction sites.
- Exposure to electrical shock.