

Part-Time Mechanical Inspector

General Statement of Duties: Performs physical inspections of all mechanical installations, repairs and additions as well as mechanical equipment to determine whether it meets established codes and takes steps necessary to bring violations to within standards.

Supervision Received: Work is performed within established departmental guidelines under the supervision of the City Engineer or designee.

Examples of Duties: The following are typical examples, but not limited to, types of work assignments for the position.

- Conducts physical inspections of all mechanical installations in new construction, all repairs and additions in existing construction, fire-damaged buildings and mechanical equipment when required by Fire Department.
- Determines compliance with established mechanical codes and records findings on prescribed forms or tablets; communicates findings to owner, office personnel and supervisor.
- Advises contractors and homeowners how to make corrections so that installations will comply with codes.
- Attends regular meetings of various mechanical organizations to remain abreast of changes in codes, licensing methods, procedures, etc.
- Makes underground, rough and final mechanical inspections.
- Reviews and alters when necessary, plans and specification for new and existing construction.
- Answer telephone and walk-in inquires on codes requirements and complaints.

Minimum Requirements: High School Diploma or equivalent

Necessary Special Qualifications:

- Must secure and maintain an Inspector's Registration Certificate from the Michigan Department of Licensing and Regulatory Affairs, Bureau of Construction Codes.
- Possession of a valid Michigan Driver's License.

15 Hours per week

Pay rate is per inspection performed.