

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: CHIEF MECHANICAL INSPECTOR (Job Code 184).

GENERAL STATEMENT OF JOB

Under general direction is responsible for performing inspections of a wide variety of mechanical installations and alterations for compliance with the Florida Mechanical Code. Position performs responsible technical enforcement work in the inspection of new and existing mechanical installations and systems to determine and secure compliance with the applicable codes. Work involves technical examinations and the application of standard trade practices to inspection work. Inspections are conducted independently but in accordance with Building Department regulations and established technical standards. Position analyzes current and proposed plans and specifications for the purpose of ensuring compliance. Supervision is received from the Director of the Building Department.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Supervise the work of subordinate mechanical inspection personnel where applicable.

Inspects new and existing mechanical systems and installations in residence, business, commercial and other buildings for conformance with safety and other requirements of established state and local codes.

Examines plans and specifications for new mechanical systems and remodeling plans and installations in residential, commercial and industrial buildings for compliance with safety and other requirements of established codes and the issuance of permits.

Investigates complaints of defective mechanical installations that are reported as fire and other hazards, notifies responsible persons of defects, and issues oral and written instructions for correction.

Performs second inspections and reports violations, and assists in representing the City at court hearings.

Advises builders, owners, contractors and architects on the application of the mechanical code, and interprets and reviews codes, standards and departmental regulations, recommending changes when needed.

Prepares daily and monthly reports of inspections performed covering conditions found, actions taken, and recommendations made for further action, as well as names of owners, builders and addresses of inspections.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent with certification as a Chief Mechanical Inspector or Mechanical Plans Examiner by the county's Board of Rules and Appeals; supplemented by minimum eight (8) years of mechanical work experience, three (3) of which shall be acquired at the Mechanical Inspector level; or an equivalent combination of education, training, and experience that supplies the necessary knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of moderate to heavy weight (20 -50 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of technical materials relevant building regulatory practices moderate to complex levels. Requires the ability to read various discipline languages, i.e., engineering, mechanical, electrical.

Intelligence: Requires the ability to analyze and interpret complex problems, and draw valid scientific conclusions in regulation analysis and interpretation. Requires the ability to utilize principles of synthesis.

Verbal Aptitude: Must communicate efficiently and effectively in Standard English. Must speak with poise, confidence, and voice control. "

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; interpret graphs; calculate decimals and percentages; perform algebraic and geometrical equations.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately for inspection tasks and report preparation.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments and backgrounds in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks require infrequent exposure to adverse environmental conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the materials, methods and practices involved in constructing, installing and operating a variety of mechanical installations, equipment and appliances.

Knowledge of possible defects and faults in mechanical systems and installations, of standard testing devices and of effective corrective measures.

Skilled in both written and oral communications for effective expression of concepts and proposals, and clarity in task assignment.

Ability to detect and locate defective mechanical systems and installations in construction, and to ascertain the stage of installation when defects are most easily found and remedied.

Ability to read and interpret plans, diagrams and specifications for mechanical systems and installations, and to recognize deviations from such plans in the construction process.

Ability to enforce codes and regulations firmly, tactfully and impartially. "

Ability to establish and maintain effective working relationships with contractors, property owners, representatives from other agencies and the public.

Ability to supervise subordinate personnel.

Ability to analyze, organize and review work for efficient results and accuracy.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date