

City of Allentown
Position Description

Class Title: **PLUMBING/MECHANICAL INSPECTOR**
Grade Number: 16M
Department: Community & Economic Development
Bureau: Building Standards & Safety
Union: SEIU

GENERAL PURPOSE

Performs a variety of skilled inspection work to ensure structures are free of hazardous plumbing and mechanical installations and compliance with the Uniform Construction Code of the Commonwealth of Pennsylvania. Employees routinely work independently in the field making decisions requiring independent judgment.

SUPERVISION RECEIVED

Works under the supervision of the Construction Codes Superintendent.

SUPERVISION EXERCISED

May exercise supervision over no one.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Makes inspections of new and existing plumbing and mechanical installations for conformance with safety standards, laws, and ordinances.
- Checks plan and workmanship and tests to see that plumbing and mechanical work complies with ordinance and regulations and recommends methods for improvement.
- Administration of and participation in the inspection of plumbing and mechanical installations for water, sewer, and gas facilities.
- Inspects residential and commercial structures and jurisdictional accessory structures to ensure that these structures are free from hazardous plumbing and mechanical installations and comply with the Uniform Construction Code.
- Duties include determining compliance of mechanical equipment, gas fuel supply systems, venting of appliances, air ducts, combustion air and comfort cooling.
- Duties include determining compliance of water service, building sewer, water distribution, drainage, waste and vents and fixtures.
- Duties include determining compliance of fuel piping systems, heating, cooling and ventilation, fuel-fired equipment venting, steam and hot water heating systems and piping and energy conservation.
- Duties include determining compliance of underground piping installation, rough inspections, drain-waste-venting (DMV) system, pressure testing, water distribution systems, observation and elimination of cross connections, systems pumps, tanks and pressure vessels and fixtures, traps and valves and their connections.
- Provide quality and effective customer service with courtesy and understanding to our customers, citizens and internal departments

DESIRED MINIMUM QUALIFICATIONS (Tests and/or interviews may be required):

Education and Experience:

- (A) Graduation from high school or equivalent required along with continuing education in the plumbing field
- (B) International Code Council Certification as a Commercial Plumbing Inspector and Commonwealth of Pennsylvania Licensure as Plumbing Inspector.
- (C) International Code Council Certification as a Commercial Mechanical Inspector and a Commonwealth of Pennsylvania Licensure as a Mechanical Inspector.
- (D) International Code Council Certification and Commonwealth of Pennsylvania Licensures as a Residential Plumbing Inspector and Residential Mechanical Inspector
- (E) Future applicants shall possess International Code Council Certification by the Pennsylvania Department of Labor and Industry as an Accessibility Inspector/Plans Examiner or ability to obtain within 6 (six) months of hire.

Necessary Knowledge, Skills and Abilities:

- (A) Must be ICC/UCC certified in the plumbing and mechanical trades.
- (B) Ability to interpret and apply City ordinances relating to plumbing and mechanical systems, appliance installations and of International Plumbing and Mechanical Code Standards.
- (C) Good knowledge of possible defects and faults in plumbing or mechanical systems, connections, fixtures and appliances and of standard testing devices and effective corrective measures.
- (D) Good knowledge of the methods and practices involved in construction, installing, maintaining and operating a variety of plumbing and mechanical installations, equipment and appliances.
- (E) Ability to detect and locate defective plumbing or mechanical construction or installation when defects are most easily found and remedied.
- (F) Ability to consult with building owners, contractors, plumbers, mechanics, and others to effect and maintain satisfactory working relationships on inspections and regulatory matters.
- (G) Ability to understand and work from construction and plumbing or mechanical plans, blue prints, drawings and diagrams.
- (H) Ability to bend, use stairs, climb ladders, work in confined space, etc., when necessary.
- (I) Ability to prepare clear and concise reports;
- (J) Ability to establish and maintain effective working relationships with Federal, State and local officials, property owners, other institutions, and the public;
- (K) Ability to successfully coordinate and/or mediate relationships between property owners and contractors in order to facilitate the permit/licensing process.
- (L) Ability to deal courteously and tactfully with the public of the utmost importance
- (M) Ability to establish and maintain effective working relationships with superiors, other employees and the public. Successful customer service experience and a proven ability to deal with the public is essential
- (N) Must respond to complaints received by various departments and/or agencies

- (O) May be part of the Bureau on-call system for building emergencies on nights and weekends.

TOOLS AND EQUIPMENT USED

Requires intensive daily use of City vehicle, personal computer, mainframe computer and cell phone.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee frequently is exposed to wet or humid conditions, when present. The employee may be exposed to dust and toxic fumes in the field.

The noise level in the work environment is usually moderate to loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised 10/20/08; 1/13/09; 6/22/09; 2017