

**CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
40700 ROMEO PLANK ROAD
CLINTON TOWNSHIP, MI 48038
TELEPHONE: (586) 286-9342
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www.clintontownship.com**

August 25, 2017

JOB VACANCY

JOB TITLE: Plumbing Inspector/Plan Reviewer
DEPARTMENT: Building
SALARY: \$61,561 - \$66,745

GENERAL SUMMARY:

Under the general supervision of the Superintendent and/or Assistant Superintendent of Building, performs plumbing inspections as well as, commercial plan review for various locations throughout the Township to determine conformity to State and local building codes and ordinances designed to protect the health, safety and welfare of the public. In addition, initiates compliance actions when violations are found and prepares reports. Also, performs the duties of other inspectors in their absence as workloads or emergencies dictate.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

This position is responsible for inspecting the following: construction sites and existing buildings to ensure conformity to State and local plumbing codes. Also, examines materials and methods used and assures conformance to zoning and energy conservation standards. In addition, investigates complaints involving violations of minimum acceptable zoning, housing, environmental, construction, health, safety and welfare standards. An individual in this position reviews the following: plan specifications; drawings for building construction; remodeling of buildings; permit applications for construction or remodeling; reports; records; re-inspections and court summonses. Additionally, provides information and advice to owners, contractors, developers, engineers and architects regarding plumbing code requirements, construction procedures and offers assistance in making permit application.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:

Applicant must possess the knowledge, ability and/or skills to do the following: perform enforcement activities, prepare and maintain a variety of records and reports according to accepted standards, operate Microsoft Office and BS&A software. In addition, maintain working relationships with other Township Departments, employees, elected officials, other governmental and regulatory agencies, as well as the public. Also, work effectively alone or as a member of a team with minimal supervision and independently schedule work load and prioritize assignments, understand and follow complex oral and written instructions. Effectively communicate orally and in writing. Also, an individual in this position may be required to work in the elements, physically exerting situations and safely lift and carry items in excess of 25 pounds.

EDUCATION AND EXPERIENCE:

This position requires a high school diploma or equivalent, Associates Degree in related field preferred. Applicant(s) must have a minimum of 5 years experience as a licensed journeyman plumber, a current license as a master plumber, or a current registration as a Plumbing Inspector/ Plan reviewer. Experience as an Inspector and Plan Examiner with a Michigan municipality or ability to obtain additional license as a Mechanical Inspector and Plans Examiner license will be given preference. In addition, applicant(s) must comply with any and all requirements, set by the Department of Regulatory Affairs and Bureau of Construction Codes, in effect at the time of application. Applicant(s) must possess registration with the State of Michigan under Public Act 407 (which replaces Act 54) as a Plumbing Inspector and Plan Examiner or ability to obtain within 90 days as determined by the State of Michigan. Also, valid Michigan driver's license and good driving record and maintain both while employed in this position.

PLEASE NOTE: Interested, applicants must submit application to the Clinton Township Employees Civil Service Commission on or before the close of business, Monday, September 11, 2017. Pre-employment background investigation, physical and substance abuse testing is required. The Charter Township of Clinton is an Equal Opportunity Employer applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status or disability.