



# *Charter Township of Harrison*

## **JOB VACANCY**

**Position Title:** 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.

**Starting Wage:** 16 hours per week at a rate of \$30.00 - \$32.00 per hour

**Opening Date:** 2/13/2017

**Closing Date:** 3/27/2017

**Supervision Received:** Work is performed within established departmental guidelines under the supervision of the Department Head or designee.

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

1. 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.
2. Determines compliance with established mechanical codes and records findings on prescribed forms; communicates finding to owner, office personnel and Supervisor.
3. Advises contractors and homeowners how to make corrections so that installations will comply with codes.
4. Attends regular meetings of various mechanical organizations to remain abreast of changes in codes, licensing methods, procedures, etc.
5. Makes underground, rough and final mechanical inspections.
6. Assist other Employees in the Building and Ordinance Department as necessary.
7. Reviews and alters when necessary, plans and specification for new and existing construction.
8. Answers telephone and walk-in inquiries on codes, ordinances, zoning requirements and complaints.
9. Discharges other related duties within the Employee's Department, as assigned: (a) which member(s) of the classification have performed in the past, or (b) which are required to meet emergencies, or (c) which are required to provide necessary services when other Employees are absent or not available, or (d) which involve the use of new equipment, procedures or techniques in the performance of such duties.

**Minimum Entrance Requirements:**

- High school diploma or equivalent.

**Necessary Special Qualifications:**

- Possession of valid State Mechanical Contractor's License.
- Must secure and maintain an Inspector's Registration Certificate from the Michigan Department of Labor.
- Possession of a valid Michigan Drivers License.

Information available at [www.harrison-township.org](http://www.harrison-township.org) or contact the Supervisor's Office directly at (586) 466-1445

Please email all relevant material and resumes regarding municipal employment to;  
[adymczyk@harrison-township.org](mailto:adymczyk@harrison-township.org).