



Charter Township of Harrison

JOB VACANCY

Position Title: Dual Mechanical & Plumbing 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. Performs physical inspections of plumbing and water and sewer to determine whether they meet State Plumbing Code requirements, all ordinances, Board of Health and Fire Department requirements. Takes steps to bring violation within standards.

Starting Salary: \$52,488.56 dollars with benefits

Opening Date: 4/24/2017

Closing Date: 6/6/2017

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

Examples of Mechanical Inspector 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.

Examples of Plumbing Inspector Duties:

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

1. Performs a variety of on-site inspections including buildings prior to sewer connections to determine adequate traps and vents have been installed; to assure no cross connections to municipal water system; abandoned septic tanks; fire sprinkling and lawn sprinkling systems; and home inspections when requested and fee paid.
2. Make underground, rough and final plumbing inspections, including sump pump discharge and water and sewer lines.
3. Enforces backflow prevention ordinance (#117) and submit copies of inspections to DEQ.
4. Issue plumbing permits, register journeyman and master licenses, and issue violations and follow court proceedings when necessary.
5. Investigate complaints regarding plumbing from citizens and cooperate as necessary with the County Health Department on problems or potential health hazards.
6. Assist Water and Sewer Department in monitoring commercial/industrial waste discharge for chemical damage to sewer systems.
7. Review and alter, when necessary, plans and specifications for new and existing construction.
8. Answer telephone and walk-in inquiries on codes, ordinances, zoning requirements and complaints.
9. Assist other Employees in the Building and Ordinance Department as necessary.
10. 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 dual/multi licenses and Inspector's Registration Certificates from the Michigan Department of Labor (i.e. Building/Electrical Inspector; Plumbing/Mechanical Inspector; etc.).
- Possession of a valid Michigan Drivers License.

Information available at 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.