



**CITY OF ROCHESTER HILLS**  
invites applications for the position of:

## **Mechanical Inspector/Plan Reviewer - AFSCME Local 2491**

**SALARY:** \$28.74 - \$33.81 Hourly

**OPENING DATE:** 04/23/18

### **GENERAL DESCRIPTION:**

This position ensures compliance with all mechanical and fire suppression codes, ordinances and regulations.

### **ESSENTIAL FUNCTIONS:**

- Performs inspections and reviews plans for compliance with mechanical codes, ordinances and regulations.
- Develops, maintains, and updates records of inspections and plan reviews.
- Provides technical assistance and interprets codes, ordinances, and regulations.
- Addresses public inquiries.
- Researches, investigates and resolves complaints.
- Develops, distributes, and tracks code violations until resolved.
- Prepares, updates, and files reports, correspondence, and other documents.
- Prepares forms to issue warnings for violations, and maintains accurate reports and records regarding code and ordinance compliance activities.
- Represents the Building Department at court proceedings and public meetings.
- Establishes and maintains effective working relationships with City staff, representatives of businesses, contractors and the general public.
- Complies with safe work standards and practices.
- Assists other staff as needed.
- Performs other duties as assigned.

*This job narrative is for informational purposes only and is not intended to be all-inclusive or limiting relative to specific job duties.*

### **REQUIRED MINIMUM QUALIFICATIONS/DESIRABLE QUALIFICATIONS:**

#### **REQUIRED MINIMUM QUALIFICATIONS**

- High School diploma or GED equivalent with five (5) years directly related experience or
- Associates degree in a related field with three (3) years directly related experience.
- Registered with the State of Michigan under Act 54 as a Mechanical Inspector and Plan Examiner or the ability to obtain as determined by the State of Michigan within 90 days of employment.
- Valid Michigan drivers license with an acceptable driving record, including no more than four (4) points currently on record.

#### **POST HIRE QUALIFICATIONS**

- Certification as a Commercial and Residential Mechanical Inspector/Plan Examiner from the International Code Council within eighteen (18) months from date of hire.
- Certification as NICET Level II in Fire Suppression within three (3) years from date of hire.

## **SUPPLEMENTAL INFORMATION:**

### **EXAMINATION INFORMATION**

**Review of Application Materials:** To evaluate minimum qualifications for the position.  
**Oral Evaluation of Qualifications:** To evaluate decision-making/problem solving skills, employment history, communication skills, and other factors related to successful performance in this position.

**Note:** *The above examination information may be modified for this or future postings.*

### **Physical Demands/Work Environment:**

The work requires non-strenuous physical exertion such as periods of standing; walking over rough or difficult surfaces; recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing in excess of 25 pounds. The work may require specific, but common physical characteristics and abilities such as mobility, dexterity and full range of motion. Operates motor vehicle in all types of weather. The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress that requires a range of safety and other precautions, or the work environment may subject the employee to physically threatening situations.

*It is the policy of the City of Rochester Hills to hire qualified individuals with limiting conditions in accordance with all applicable state and federal laws. Applicants having a limiting disability requiring some special accommodation to participate in the examination process, as described above, must notify the Human Resources Department of that fact at the time of application, or at least one week prior to test date. Questions relative to this matter should be referred to the Director of Human Resources.*

### **Application Process**

Submit an on-line employment application available at [www.rochesterhills.org](http://www.rochesterhills.org) by May 7, 2018, 5:00 p.m., to receive first consideration. Applications received after May 7, 2018, 5:00 p.m., will receive consideration in the event a candidate is not selected from those who apply by the first consideration deadline.

***Employees of the City of Rochester Hills, AFSCME Local 2491, who apply by 5:00 p.m., April 30, 2018, will be given first consideration.***

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.rochesterhills.org>

Position #00008  
 MECHANICAL INSPECTOR/PLAN REVIEWER - AFSCME LOCAL  
 2491  
 LQ

1000 Rochester Hills Drive  
 Rochester Hills, MI 48309  
 (248) 656-4708

[humanresources@rochesterhills.org](mailto:humanresources@rochesterhills.org)

## **Mechanical Inspector/Plan Reviewer - AFSCME Local 2491 Supplemental Questionnaire**

\* 1. Do you have a high school diploma or GED equivalent with five (5) years directly

related experience or Associates degree in a related field with three (3) years directly related experience.

Yes

No

\* 2. Are you registered with the State of Michigan under Act 54 as a Mechanical Inspector and Plan Examiner OR the ability to obtain as determined by the State of Michigan within 90 days of hire?

Yes

No

\* 3. Do you have a valid Michigan driver's license with an acceptable driving record, including no more than four points currently on record?

Yes

No

\* Required Question