POSITION DESCRIPTION

POSITION TITLE: Mechanical Inspector	**DEPARTMENT: Building Department**
SUPERVISOR'S TITLE: Building Director/Building Official	**FLSA: Non-Exempt** **SALARY: Pay Grade 08**
TRANSACTION TYPE: Clarification of Position	**EFFECTIVE DATE: 06/09/2026**

SUMMARY OF DUTIES

Under the supervision of the Building Director/Building Official, the Mechanical Inspector is responsible for reviewing construction plans and conducting inspections of mechanical installations and connections and fire suppression systems to assure conformity with applicable codes and ordinances in residential, commercial, and industrial mechanical systems. This position issues permits and provides technical guidance to contractors, builders, property owners, and Township staff; in addition to, preparing reports and maintaining departmental records.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review plans and specifications for conformity to adopted mechanical code and other applicable codes, regulations, rules, and ordinances; conducts physical inspections including HVAC, ventilation, refrigeration, hydronic systems, fuel gas piping, and related equipment during construction and after completion, assuring proper materials, workmanship, and specifications; responsible for enforcement of mechanical and related codes.
- Test or observe tests of piping connections for leaks; inspect heating/cooling systems during and after installation; based on results of plan reviews and physical inspections, approve or require corrective action necessary for compliance.
- Review plans and specifications of fire suppression systems for conformity to mechanical and fire codes and applicable Township ordinances; conducts physical inspections of the above installations during construction and after completion, assuring proper materials, workmanship, and specifications; investigates complaints in the field and assists property owners.

- Test or observe tests of fire suppression piping connections for leaks; inspect systems during and after installation; based on results of plan reviews and physical inspections, approve or require corrective action necessary for compliance.
- Prepare reports and maintain accurate records, reports, permits, and enforcement documentation of work performed; perform counter work, including issuing permits, answering phones, and assisting in-person requests; responds to inquiries, complaints, and similar by phone, email or in-person; answer requests for information about codes and ordinances.
- Assist in enforcement of barrier free design and enforcement of energy code
- Investigate mechanical and fire system complaints and assist property owners by recommending corrective action.
- Cooperate with and maintain effective working relationships with County agencies such as the Health Department, Drain Commissioner's Office, and Road Commission;
- Coordinate inspections and enforcement activities with other building, plumbing, and fire code officials; Issue correction notices, stop-work orders, and violation notices as necessary.
- Provide assistance to Township Departments, including Utilities, Planning, Engineering, and Fire Departments with code compliance, site plan reviews, and related Township activities; Assist with updates to departmental procedures and policies.
- Attend training and maintain required state certifications and continuing education requirements.
- Assist in the administration of the township's residential rental inspection program.
- May be assigned various responsibilities and tasks in conjunction with emergency and disaster response operations.
- Perform other related duties and assignments as requested.

QUALIFICATIONS

EDUCATION:	High school diploma or GED supplemented by continued education through an accredited/certified vocational program. An equivalent of education and experience may be substituted.
EXPERIENCE:	Minimum of two years' experience in mechanical trades, HVAC installation, construction, or related field; previous experience as a mechanical inspector preferred. Possession of a mechanic license for not less than one year as defined by the State of Michigan Department of Licensing and Regulatory Affairs.
LICENSES:	State of Michigan Registration as a Mechanical Inspector, and Plan Reviewer is required. Must possess and maintain a valid State of Michigan driver's license.
SKILLS/ ABILITIES:	Must have mechanical aptitude and general knowledge of building construction, processes, and the ability to read and interpret construction plans, specifications, and technical documents. The work also requires a specific knowledge of mechanical and fire suppression systems. Must be computer literate and familiar with Microsoft Office and be adept at using software programs. Must exercise sound judgment in code interpretation and enforcement. Strong problem-solving and customer service skills.
OTHER:	Requires ability to communicate courteously, tactfully, and effectively with government officials, employees, developers, and members of the public; requires the ability to speak effectively and clearly in public. Skills in managing multiple tasks simultaneously, setting priorities, and meeting deadlines.

PHYSICAL AND MENTAL ACTIVITIES & REQUIREMENTS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee must possess mobility to work and operate in a standard office setting and to use standard office equipment, including a computer, stamina to maintain attention to detail despite interruptions. Regularly required to sit, talk, and hear both in person and by telephone; use hands to handle and reach with hands and arms. Strength to push, pull, lift and/or carry objects weighing up to 40 pounds.

The employee will occasionally encounter outdoor weather conditions; there will be occasional reaching, stooping, lifting, and traversing on uneven terrain. The typical noise level for this environment is moderate. Employee will also be required to wear a hard hat in areas of

development. Requires manual dexterity and the ability to type on a keyboard and view a computer monitor for long periods.

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position without causing an undue hardship on the employer.

WORKING CONDITIONS

The work is performed primarily in the field in all weather conditions, including but not limited to heat, humidity, cold, rain, and snow. Fieldwork involves exposure to construction sites, mechanical equipment, noise, heights, and confined spaces. Fieldwork is performed year-round and requires crawling, climbing, and descending into confined spaces. Office work is also required.

INTENT AND FUNCTION OF JOB DESCRIPTION

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions.

This job description has been reviewed to ensure that only essential functions and basic duties have been included. The duties and responsibilities are not listed in order of importance, but rather listed as an illustrative example of essential work functions performed. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the job. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Supervisors, as deemed appropriate may assign additional functions and requirements.

In accordance with the Americans with Disabilities Act, requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the Township.

This job description is not intended as, and does not create an employment contract. The Township maintains its status as an at-will employer. Any employee hired at any time who is

classified as “exempt” is not subject to a probationary period and from their date of classification as an exempt employee is an at-will employee which means that their employment may be terminated at any time without notice and without reason or cause.

This position has been reviewed and found to be non-exempt under the DOL Regulation 29 C.F.R. § 541.