

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

MECHANICAL CODE INSPECTOR

JOB DESCRIPTION

Employees in this job serve as Mechanical Code Inspectors ensuring that commercial, residential and industrial heating, ventilating, air-conditioning, refrigeration, and fire suppression equipment and their systems are in compliance with established codes, laws and regulations.

There are two classifications in this job.

Position Code Title – Mechanical Code Inspector-E

Mechanical Code Inspector 11

This is the experienced level. The employee performs a full range of mechanical code inspection assignments and exercises considerable independent judgment in making decisions requiring the interpretation of guidelines.

Position Code Title – Mechanical Code Inspector-A

Mechanical Code Inspector 12

This is the advanced level. The employee either functions as a lead worker overseeing the work of others or as a senior worker. Senior-worker employees consistently perform complex assignments beyond those expected at the experienced level that have been approved by Civil Service.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Inspects, through the use of visual observation and mechanical testing equipment, installations and alterations to commercial, residential and industrial heating, ventilating, air-conditioning, refrigeration, and fire suppression equipment (HVAC) and their systems in order to assure compliance with state mechanical and energy codes.

Examines and approves plans and specifications for proposed heating, ventilating, air-conditioning, refrigeration, and fire suppression equipment installations and alterations.

Reviews proposed construction plans and documents to determine compliance with applicable laws, regulations, and codes.

Issues written notices of code violations requiring corrective action.

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Explains, both verbally and in writing, the applicable mechanical and energy codes and laws to architects, engineers, contractors, trades people, home and building owners, and government officials.

Gathers evidence and prepares reports on code violation complaints.

Testifies at hearings or in court cases related to violations of the mechanical code and law.

Represents the Division at related meetings, seminars and conferences.

Prepares and/or maintains reports, files and written correspondence.

Performs related work as assigned.

Additional Job Duties

Mechanical Code Inspector 12 (Senior Worker)

Performs on a regular basis the most complex and difficult investigations, projects, accident investigations, evaluations and complaints, and issues of a sensitive nature.

Mechanical Code Inspector 12 (Lead Worker)

Determines work priorities, assigns work, and oversees the work of Mechanical Code Inspectors.

Provides instruction and training in the proper methods and processes necessary to carry out mechanical inspector assignments.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced level.

Knowledge of the standard practices, processes, tools, equipment and materials related to heating, ventilation, air-conditioning, refrigeration, and fire suppression.

Knowledge of the state Mechanical and Energy Codes and related laws and regulations.

Knowledge of inspection techniques and practices.

Knowledge of the occupational hazards and safety precautions applicable to the work.

Knowledge of investigative techniques and methods.

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Ability to interpret and apply codes, laws, rules, and regulations relative to the work.

Ability to read and interpret heating, ventilating, air-conditioning, refrigeration, and fire suppression equipment plans and specifications.

Ability to critically observe, mechanical installations and alterations, obtain accurate data and prepare reports.

Ability to communicate effectively.

Ability to provide testimony in court.

Ability to operate a motor vehicle.

Additional Knowledge, Skills, and Abilities

Mechanical Code Inspector 12 (Senior Worker)

Ability to perform the most complex mechanical inspector assignments.

Mechanical Code Inspector 12 (Lead Worker)

Ability to prioritize and evaluate the work of others.

Ability to train and instruct others in the work.

Ability to organize and coordinate the work of the unit.

Ability to assign work.

Working Conditions

Work is performed in houses and buildings under construction, both indoors and outdoors.

Some jobs require an employee to work in a hazardous environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require the employee to be exposed to noise, dust, dirt, and dampness.

Some jobs require an employee to be exposed to inclement weather conditions.

Some jobs require travel.

Physical Requirements

The job duties require an employee to walk, bend, and reach for extended periods.

The job duties require an employee to climb ladders.

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The job duties require an employee to bend or stoop in confined spaces.

Education

Educational level typically acquired through completion of high school.

Experience

Mechanical Code Inspector E11

Six years of experience in the design, installation and repair of commercial heating, ventilating and air-conditioning equipment and systems, including two years equivalent to an experienced-level skilled trades designer, installer, or repairer.

Mechanical Code Inspector 12

Seven years of experience in the design, installation and repair of commercial heating, ventilating and air-conditioning equipment and systems, including one year equivalent to a Mechanical Code Inspector E11.

Special Requirements, Licenses, and Certifications

Upon appointment, individuals must meet the requirements of Act 54 of 1986 and become registered as a mechanical code inspector and plan reviewer.

Possession of a valid Michigan driver's license.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

MECCODISP

Job Code Description

Mechanical Code Inspector

Position Title

Mechanical Code Inspector-E

Mechanical Code Inspector-A

Position Code

MECOISPE

MECOISPA

Pay Schedule

A02-022

A02-024