

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**PLUMBING INSPECTOR**

**JOB DESCRIPTION**

Employees in this job serve as plumbing inspectors ensuring that new plumbing and drainage installations and alterations in public and private buildings are in compliance with established codes, laws, and regulations.

There are two classifications in this job.

**Position Code Title - Plumbing Inspector-E**

Plumbing Inspector E11

This is the experienced level. The employee performs the full range of plumbing inspection assignments and exercises considerable independent judgment in applying and interpreting the laws, regulations, rules and codes to specific situations.

**Position Code Title - Plumbing Inspector-A**

Plumbing Inspector 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

**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, using visual observation and mechanical testing equipment, new installations and alterations of plumbing and drainage systems in public and private buildings.

Checks, visually and mechanically, such items as piping size, connections, trap seals, cleanouts, and the use of approved materials, devices, fixtures and equipment.

Issues written notices of code violations requiring corrective action.

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

Inspects approved plans, specifications and permits issued for proposed work projects.

Explains, both verbally and in writing, the plumbing codes to architects, engineers, owners, contractors, inspectors, plumbers, governmental officials and the general public.

Gathers evidence on reported and observed code violations and prepares necessary reports.

Testifies at hearings related to violations of plumbing codes, laws or regulations.

Attends meetings of inspectors, plumbers, contractors, governmental officials and other interested groups to discuss state plumbing code requirements and the State Plumbing Act.

Checks sources to insure that persons doing plumbing work are properly licensed.

Assists in conducting examinations for plumbers' licenses.

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

Performs related work as assigned.

### **Additional Job Duties**

#### **Plumbing Inspector 12 (Lead Worker)**

Determines work priorities, assigns work, and oversees the work of lower-level Plumbing Inspectors.

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

#### **Plumbing 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.

### **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 state plumbing codes and related laws and regulations.

Knowledge of the standard practices, processes, tools, equipment and materials of the plumbing trade.

Knowledge of plumbing inspection techniques and practices.

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

Knowledge of basic investigative procedures and methods.

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

Ability to read and interpret plumbing plans and specifications.

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

Ability to operate a motor vehicle.

Ability to communicate effectively.

Ability to work without regular supervision.

#### **Additional Knowledge, Skills, and Abilities**

#### **Plumbing 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.

## Plumbing Inspector 12 (Senior Worker)

Ability to perform the most complex plumbing inspector assignments.

### **Working Conditions**

Work is performed in houses or buildings under construction, undergoing alterations or being condemned.

Some jobs require an employee to be exposed to heat, cold, noise, noxious fumes, dust, dirt, odor and dampness.

Some jobs require considerable travel by automobile.

### **Physical Requirements**

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

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

### **Education**

Education typically acquired through completion of high school.

### **Experience**

#### Plumbing Inspector E11

Six years of experience in the plumbing trade, including two years equivalent to a journey-level plumber.

#### Plumbing Inspector 12

Seven years of experience in the plumbing trade, including two years equivalent to a journey-level plumber and one year equivalent to a Plumbing Inspector E11.

### **Special Requirements, Licenses, and Certifications**

Upon appointment, individuals must meet the requirements of Act 407 of 2016 and become registered as a plumbing inspector and plan reviewer.

Possession of a journey or master plumber's license issued by the state of Michigan.

Possession of a 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**

PLUMNGISP

### **Job Code Description**

PLUMBING INSPECTOR

### **Position Title**

Plumbing Inspector-E

Plumbing Inspector-A

### **Position Code**

PLUMISPE

PLUMISPA

### **Pay Schedule**

A02-040

A02-041